

राष्ट्रीय इलेक्ट्रानिकी एवं सूचना प्रौद्योगिकी संस्थान

National Institute of Electronics and Information Technology (NIELIT)



NIELIT Recruitment Portal User Manual

(Created and Maintained by NIELIT HQ, Dwarka)

Record of Revision

Issue/ Revision	Dated	Reason for Issue/ Revision
1	24/02/2026	Initial issue

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1 Registration

When you click on the link <https://recruit-iitd.nielit.in/>, the homescreen will be displayed as shown below:

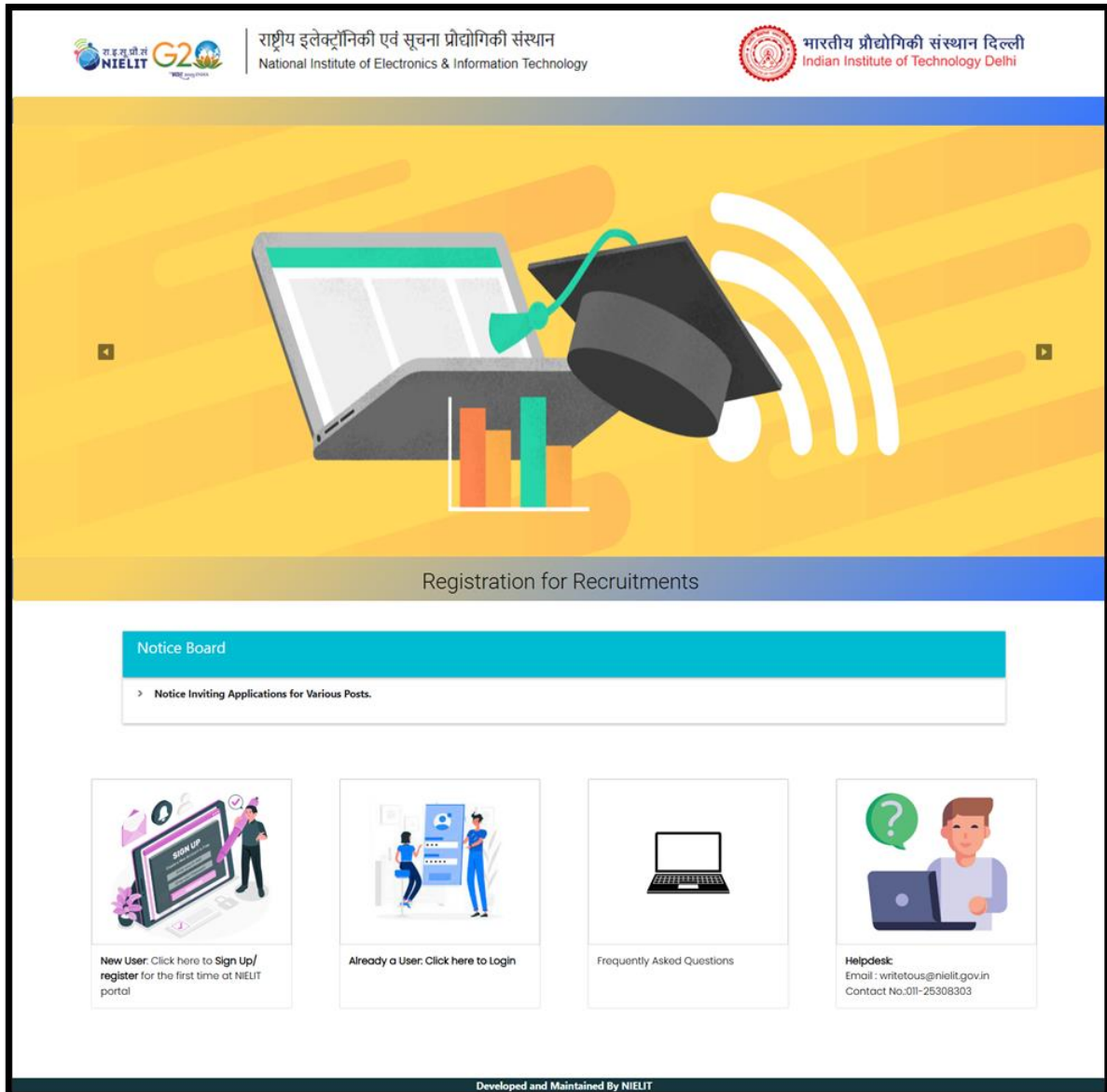


Figure 1: Home screen

1.1 Home Screen Overview of the NIELIT Recruitment Portal

When you visit the homescreen of the NIELIT Recruitment Portal, you will see four primary options related to registration and support:

a) **New User: Sign Up/Register for the First Time:**

Any applicant using the NIELIT Recruitment Portal for the first time is treated as a new user. Click on this option to register yourself on the portal by providing the required details and creating your user account.

b) **Already a User: Click here to Login:**

An applicant who has completed registration by verifying the mobile number through OTP and setting a password using the link sent to the registered email ID is treated as a registered user. Such users should log in to the Recruitment Portal using the credentials created at the time of registration.

c) **Frequently Asked Questions (FAQ):**

This option provides access to a detailed set of frequently asked questions along with their answers, intended to clarify each stage of the recruitment process. It helps applicants understand procedures and resolve common issues that may arise during registration or while submitting applications.

d) **Helpdesk:**

This option provides Helpdesk contact details, including email and other communication channels, for technical or procedural assistance during registration and online application submission. Applicants may use these details to seek support or clarification regarding any difficulty faced in the recruitment process.

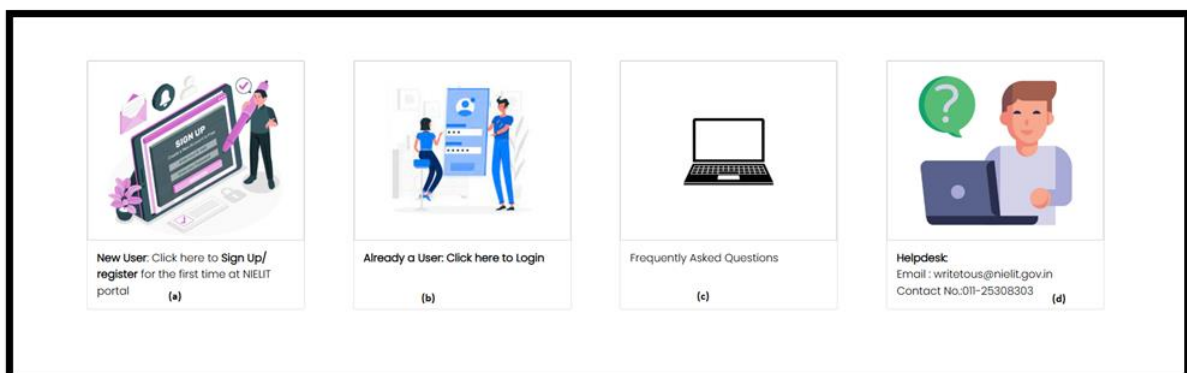


Figure 2: Home Screen Overview

1.1.1 New User Registration

- Refer to Fig. 2 (a): If you are a new user, click on the Sign Up/ Register option. This will redirect you to the registration form. Fill in all the required details accurately, ensuring that all mandatory fields (marked with *) are completed before proceeding: -

The screenshot shows a registration form titled "Basic Details". It contains the following fields and options:

- Full Name(As per 10th board certificate)***: Text input field.
- Verify Full Name***: Text input field.
- Have you ever changed name**: Radio buttons for YES and NO.
- Aadhaar Number***: Text input field.
- Verify Aadhaar Number***: Text input field.
- Do you have Aadhaar**: Radio buttons for YES (selected) and NO.
- Father's Name/Guardian's Name***: Text input field.
- Verify Father's Name/Guardian's Name***: Text input field.
- Mother's Name***: Text input field.
- Verify Mother's Name***: Text input field.
- Date of Birth (As per 10th board certificate)***: Text input field (format: DD-MM-YYYY).
- Verify Date Of Birth***: Text input field.
- Gender***: Dropdown menu (selected: --select--).
- Verify Gender***: Dropdown menu (selected: --select--).
- Mobile Number***: Text input field.
- Confirm Mobile Number***: Text input field.
- Email ID***: Text input field.
- Confirm Email-ID***: Text input field.
- Category***: Dropdown menu (selected: --select--).
- Verify Category***: Dropdown menu (selected: --select--).
- Nationality***: Dropdown menu (selected: INDIAN).

There are two checkboxes for declarations:

- I declare that the information submitted by me is correct to the best of my knowledge. I shall be responsible for any mistake or false information, and my candidature may be cancelled if any discrepancy is found.*
- I will not share my OTP to anyone.*

A **Submit** button is located at the bottom left of the form.

Figure 3: Basic Details

- ☞ **Full Name(As per 10th board certificate) & Verify Full Name**
Enter the Full Name as per 10th board certificate in the given field, and confirm it by re-entering the same Full Name in the confirmation field.
- ☞ **Have you ever changed name**
Choose **YES** if you have changed your name. You will be required to upload the Name Change Certificate in the subsequent steps. Otherwise, choose **NO**.
- ☞ **Do you have Aadhaar**
Choose **YES** if you have an Aadhaar; otherwise, choose **NO**. Then select the type of ID from the dropdown and enter the corresponding ID number.
- ☞ **Aadhaar Number & Verify Aadhaar Number)**
Enter the Aadhaar Number in the given field, and confirm it by re-entering the

same Aadhaar Number in the confirmation field.

☞ **Father's Name/Guardian's Name & Verify Father's Name/Guardian's Name)**

Enter the Father's Name/Guardian's Name in the given field, and confirm it by re-entering the same Father's Name/Guardian's Name in the confirmation field.

☞ **Mother's Name & Verify Mother's Name)**

Enter the Mother's Name in the given field, and confirm it by re-entering the same Mother's Name in the confirmation field.

☞ **Date of Birth (As per 10th board certificate) & Verify Date Of Birth)**

Enter the Date of Birth in the given field, and confirm it by re-entering the same Date of Birth in the confirmation field.

☞ **Gender & Verify Gender)**

Select the Gender you belong to from the available options, such as Male, Female and other.

☞ **Mobile Number & Confirm Mobile Number)**

Enter the mobile number in the given field, and confirm it by re-entering the same mobile number in the confirmation field.

☞ **Email ID & Confirm Email-ID)**

Enter the Email-ID in the given field, and confirm it by re-entering the same Email-ID in the confirmation field.

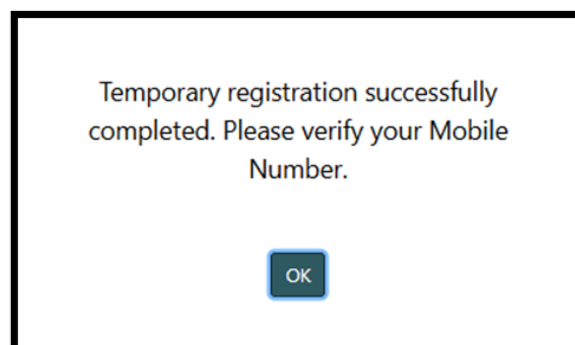
☞ **Category & Verify Category)**

Select the Category you belong to from the available options, such as General, SC, OBC-NCL, ST, and EWS.

☞ **Nationality**

Select the Nationality you belong to from the available options, such as INDIAN and Foreign National (FN).

- After filling in all the details, click on the both declaration **Check box** and Click on the **Submit** button. Once you click the Submit button, a popup message will be displayed, Temporary registration successfully completed.



- After successfully creating your account, verify mobile number. The OTP has been sent to the registered mobile number you provided during registration. Enter the OTP in the provided field and click 'Submit'. If you do not receive the OTP, click 'Resend OTP' to request a new one.



Figure 4: Mobile OTP

- After clicking 'Submit,' you will be redirected to this screen and click here to resend the activation link.

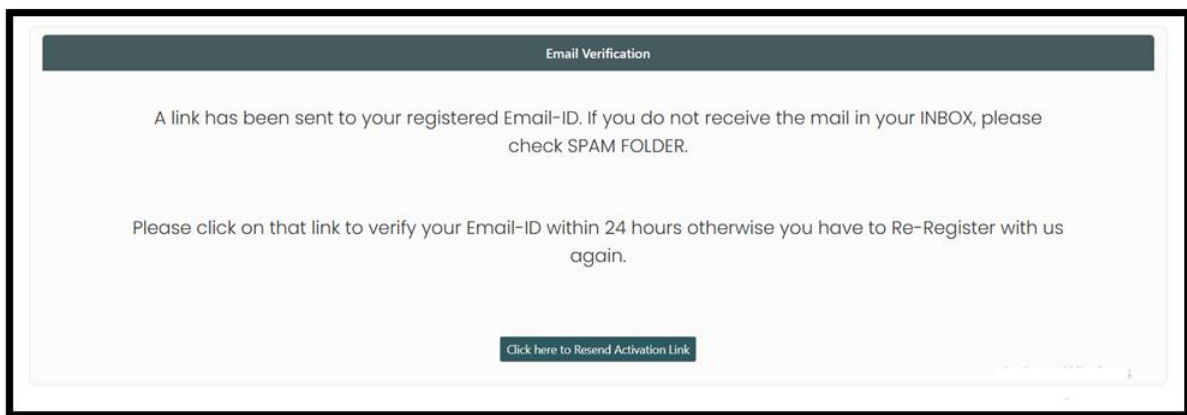


Figure 5: Password Link

- The activation link has been sent to your registered email ID. Click on the 'Activate Account' button or the provided link to set your password. Once you set your password, your account will be activated.

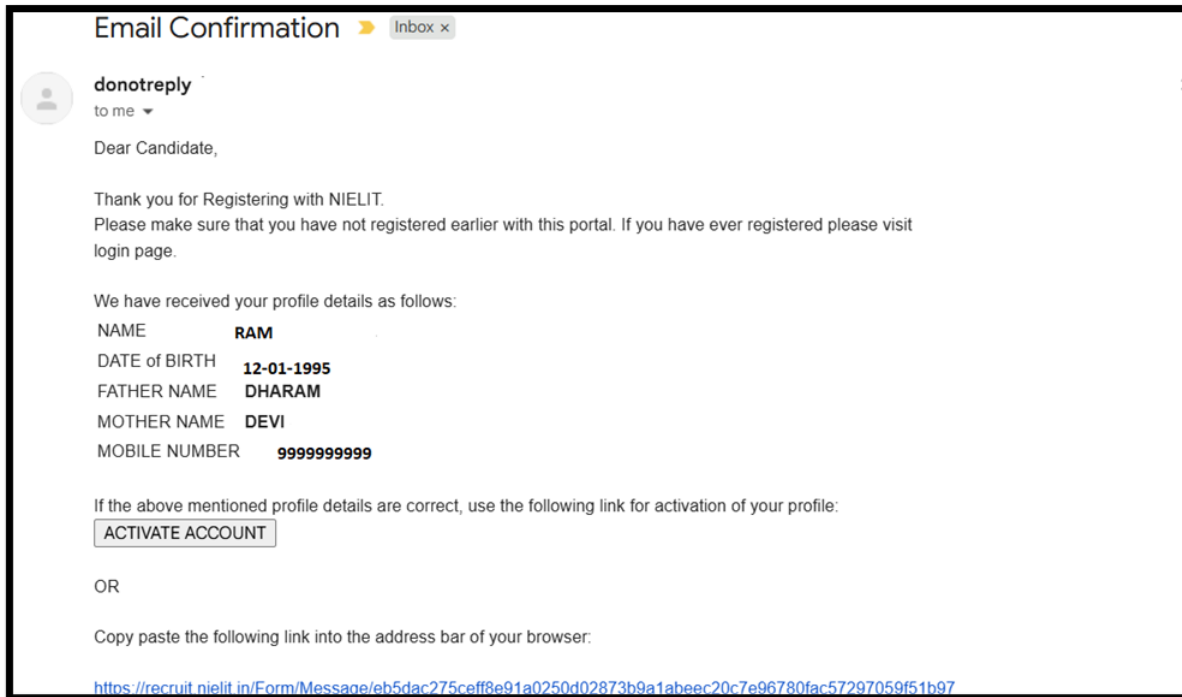


Figure 6: Activation Link

- The password must include at least one uppercase letter, one lowercase letter, one special character, and one numeric digit, and it must be a minimum of 8 characters long. After entering your password, click 'Submit' to create it.

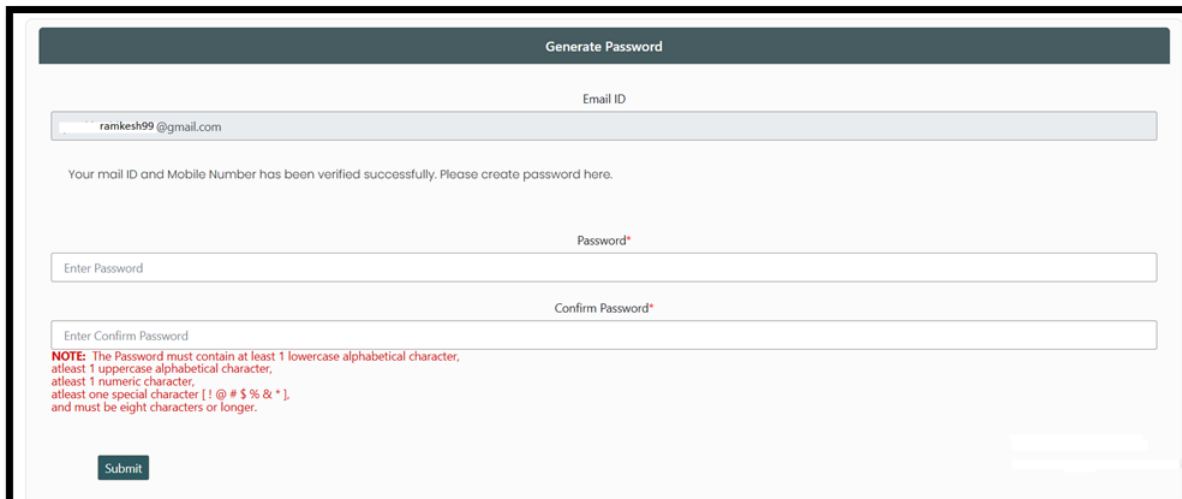


Figure 7: Set Password

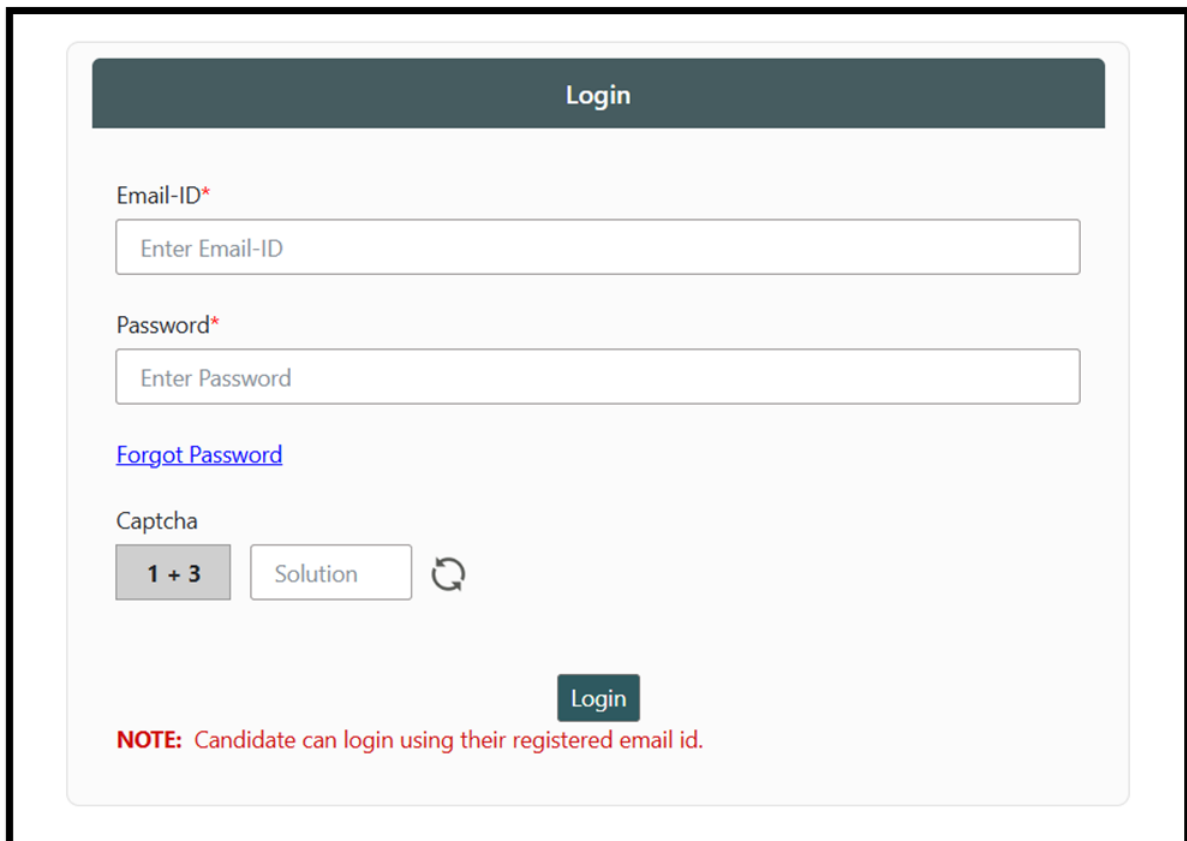
- The password has been set successfully and now login to fill complete form for registration.

Your password is set successfully please
login to fill complete form for
registration.

OK

1.1.2 Login

- If you are already registered on the NIELIT Recruitment Portal, go to the home-screen and click on the “Already a User: click here to Login” button, as shown in Fig – 2 (b). This will take you to the login screen, where you need to enter your registered email ID ,password and Captcha code. After entering your credentials, click on the “Login” button to access your account.



Login

Email-ID*


Enter Email-ID

Password*

Enter Password

[Forgot Password](#)

Captcha

1 + 3 Solution 

Login

NOTE: Candidate can login using their registered email id.

Figure 8: Login Screen

On the Login screen if you Forgot your password:

➤ **Forgot Password:**

If you have forgotten your password, click on the “Forgot Password” link available on the login page. Enter your registered email ID in the provided field and click on the “Set Password” button. You will receive a link to reset your password; follow the steps to create a new secure password and regain access to your account.

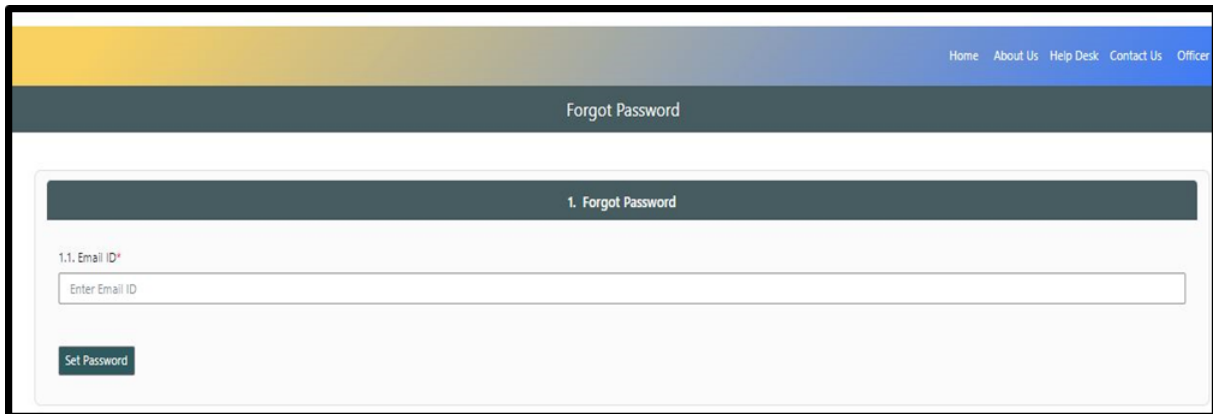
The screenshot shows a web interface for password recovery. At the top right, there are navigation links: Home, About Us, Help Desk, Contact Us, and Officer. Below this is a dark header with the text 'Forgot Password'. The main content area has a sub-header '1. Forgot Password'. Underneath, there is a label '1.1, Email ID*' followed by a text input field containing the placeholder 'Enter Email ID'. A 'Set Password' button is located below the input field.

Figure 9: Reset the password

- After clicking the password reset link in your email, you will be directed to a screen where you can create a new password. Enter your new password, ensuring it meets the security requirements (e.g., a mix of uppercase, lowercase, numbers, and special characters), and confirm it by re-entering the same password in the confirmation field. Once completed, click the “Submit” button to save your new password and proceed to log in to your account.

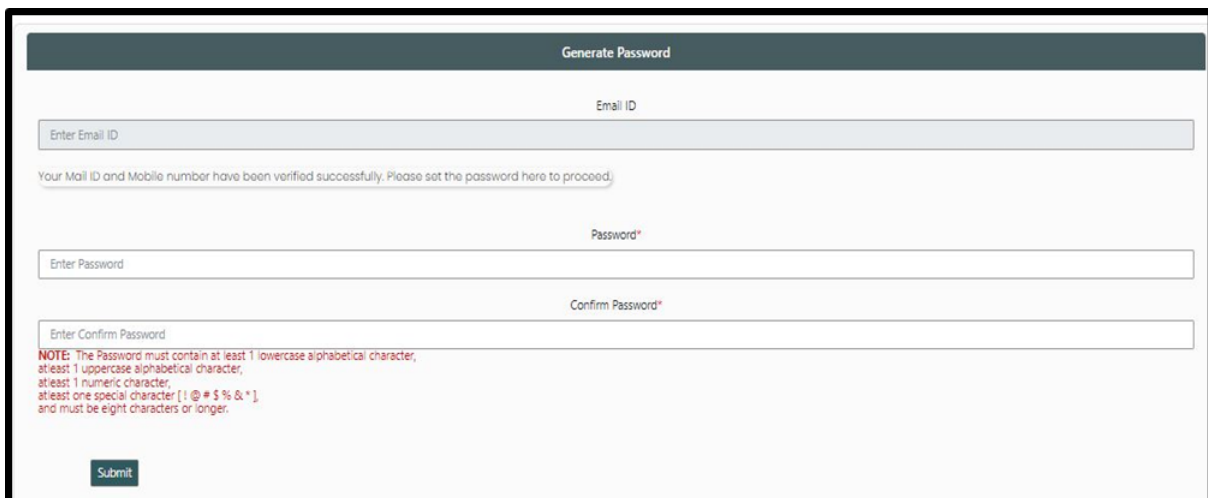
The screenshot shows a web interface for generating a new password. The header is 'Generate Password'. Below it is an 'Email ID' label and an input field with the placeholder 'Enter Email ID'. A message states: 'Your Mail ID and Mobilo number have been verified successfully. Please set the password here to proceed.'. Below this are two input fields: 'Password*' with the placeholder 'Enter Password' and 'Confirm Password*' with the placeholder 'Enter Confirm Password'. A 'Submit' button is at the bottom left. A red 'NOTE' is present: 'NOTE: The Password must contain at least 1 lowercase alphabetical character, atleast 1 uppercase alphabetical character, atleast 1 numeric character, atleast one special character [! @ # \$ % & *], and must be eight characters or longer.'

Figure 10: Set New Password

1.1.3 Detailed Registration Form

➤ After logging in, the following screen will be displayed.

The screenshot displays a registration form with the following sections:

- Progress Indicators:** Complete Registration (greyed out) and Education Experience (active).
- Correspondence Address:**
 - Address Line 1, 2, and 3 input fields.
 - Village/ Town/ City* input field.
 - Country* dropdown menu (India selected).
 - State/ UT* dropdown menu.
 - Pin/ Zip* input field.
 - Radio buttons for "My permanent address is same as correspondence address" (YES selected, NO unselected).
- Permanent Address:**
 - Address Line 1, 2, and 3 input fields.
 - Village/ Town/ City* input field.
 - Country* dropdown menu (India selected).
 - State/ UT* dropdown menu.
 - Pin/ Zip* input field.
- Education (Starting from 10th Onwards):**

*Level of Educational Qualification	*Qualification	*Degree Of Specialization	*Board/ University	*Result Type	*Year of Passing	*Marks/ GPA Obtained	*Maximum Marks/ GPA	Percentage/ Equivalent Percentage	Action
--select--	--select--	--select--	Enter Board/University	--select--	--select--	Enter Ma	Enter Ma	Enter Gr	

[Add Row](#)
- Experience Details (Please fill separate rows for each designation details):**

<input type="checkbox"/> Currently Working	*Company/Organization	Type of Organisation	Post Held	*Department/ Division/ Section	Nature of Appointment	From	To	Pay Level	Consolidated Gross Remuneration (Monthly)	Nature of Duties	Action

[Add Row](#)
- Other Details:**
 - Ex Serviceman YES NO
 - Differently Abled YES NO
- [Save and Next](#)

Figure 11: Information Form

➤ Fill in all the details of the Correspondence Address. If your Permanent Address is the same as the Correspondence Address, click on the “YES”. The Permanent Address fields will be auto-filled and will not be editable. If you click on the “NO”, you will need to enter the Permanent Address details manually, and all fields will be editable.

Figure 12: Address

- Select the **Level of Educational Qualification** (e.g., 10th, 12th, etc.). Then select the **Qualification** and **Degree of Specialization** from the dropdown menu. If your Level of Educational Qualification, Qualification, or Degree of Specialization is not available in the dropdown, choose **Other Education/Others** and enter the details manually.
- Enter the **Board/University**. Select the **Result Type** (CGPA or Percentage) from the dropdown. Choose the **Year of Passing**. Enter the **Marks/GPA obtained, Maximum Marks/ GPA** and **Equivalent Percentage**.
- If you select CGPA as the result type, calculate the equivalent percentage using the conversion formula prescribed by your University/Board and enter it accordingly. You will also be required to upload the CGPA-to-Percentage Conversion Certificate in the subsequent steps.

Level of Educational Qualification	*Qualification	*Degree Of Specialization	Board/University	Result Type	*Year of Passing	*Marks/ GPA Obtained	*Maximum Marks/ GPA	Percentage/ Equivalent Percentage	Action
Matriculation(10th)	10th	10th (Secondary Sc		CGPA	2010	9.0	10	9	
Higher Secondary(12th)	12th or Di	12th (Senior Seco		Percentage	2012	250	500	50	Remove
Graduation	Other Edu	--select--	Enter Board/Univer	--select--	--select--	Enter Ma	Enter Ma	Enter Gi	Remove

Figure 13: Details for other

- After filling in the details in the fields of Level of Educational, Qualification and Degree of Specialization, the following screen will be displayed. If you want to add more education details, click on Add Row.

Education (Starting from 10th Onwards)									
Level of Educational Qualification	*Qualification	*Degree Of Specialization	*Board/ University	*Result Type	*Year of Passing	*Marks/ GPA Obtained	*Maximum Marks/ GPA	Percentage/ Equivalent Percentage	Action
Matriculation(10th)	10th	10th (Secondary Sc	CBSE	CGPA	2010	9.0	10	9	
Higher Secondary(12th)	10+2 Equi	12th (Senior Secon	CBSE	Percenta	2012	300	500	60	Remove
Graduation	BCOM Ho	Bcom Economics	DU	Percenta	2015	725	800	85	Remove
<input type="button" value="Add Row"/>									

Figure 14: Education

- Fill in all the details related to Experience. Click the checkbox only if you are currently working in that organization/company; otherwise, do not select the checkbox.
Note: In the Experience Details section, you need to fill in separate rows for each post/designation.

Experience Details (Please fill separate rows for each designation details)											
<input type="checkbox"/> Currently Working	*Company/Organization	Type of Organisation	Post Held	*Department/ Division/ Section	Nature of Appointment	From	To	Pay Level	Consolidated Gross Remuneration (Monthly)	Nature of Duties	Action
<input type="checkbox"/>	INFOSYS	Privat	DEO	Technical	Others	01-01-2000	01-01-2002	Other	15000	Wc	Remove
<input type="checkbox"/>	Nielit	Autor	HDE	TECHNICAL	Contract	04-01-2002	10-03-2010	Other	20000	Wc	Remove
<input type="checkbox"/>	NIELIT	Autor	JR. Develc	Technical	Contract	11-03-2010	21-02-2015	Level 1	30000	Wc	Remove
<input type="checkbox"/>	PNB	PSU/f	JRP	Consulant	Contract	22-02-2015	22-10-2022	Level 2	50000	Wc	Remove
<input checked="" type="checkbox"/>	NIELIT	Autor	Developer	TECNICAL	Contract	01-11-2022	22-02-2026	Level 3	60000	QIL	Remove
<input type="button" value="Add Row"/>											

Figure 15: Experience Details

- When you click on “Yes” for Ex-Serviceman, choose the Service Type from the dropdown list, enter the Length of Service (in years), and specify the Relieving Date.

Other Details			
Ex Serviceman <input checked="" type="radio"/> YES <input type="radio"/> NO	Differently Abled <input type="radio"/> YES <input checked="" type="radio"/> NO		
Ex Serviceman Details			
Service Type	Length of Service in Years	Relieving Date	Action
--select--	Length of Service	Relieving Date	Remove
<input type="button" value="Add Row"/>			

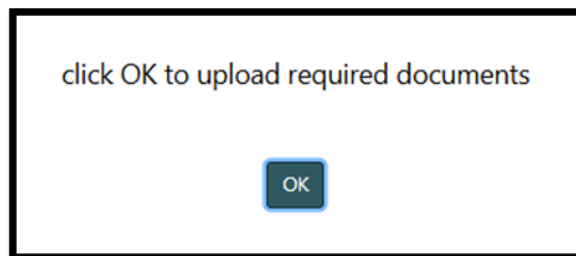
Figure 16: Ex Serviceman

- When you click on “Yes” for Differently Abled, you need to fill in the details under the Differently Abled Details section. Choose the Type of Disability from the dropdown list and enter the Percentage of Disability.



Figure 17: Differently Abled Details

- After clicking on the Save & next button. This pop-up screen will be displayed.



1.1.4 Required Documents for Registration

Following are the maximum size of the document which may be uploaded:

Document Size Table (PDF Only)

S. No.	Documents	Type/Size
1	Applicant Photograph	JPG/JPEG/71.68 kb
2	Applicant Signature	JPG/JPEG/71.68 kb
3	ID Proof	PDF/200 kb
4	X & XII Marksheet and Certificate	PDF/500 kb
5	Any other Equivalence Certificate	PDF/500 kb
6	CGPA Conversion	PDF/500 kb
7	Experience	PDF/100 kb
8	NOC (NO OBJECTION CERTIFICATE)	PDF/100 kb
9	Salary Slip	PDF/100 kb
10	Equivalence Certificate	PDF/100 kb
11	Ex-serviceman	PDF/200 kb
12	Disability Certificate	PDF/200 kb

- Upload all the documents in the prescribed format and file size. Also, enter the Document/Certificate Reference Number, if applicable.

Note: If one document contains multiple pages, you may scan and combine them into a single PDF file before uploading.

Please ensure to scan multiple pages of same document in single file

Only Upload JPG/JPEG for Photo and Signature and PDFs Files for the rest of the documents

Documents to be Uploaded and Submitted				
S.No.	*Document Type	Document/ Certificate Reference Number	Instructions	Upload Supporting Document
1	Applicant Photograph		Upload image of size less than 71.68 KB	<input type="button" value="Choose File"/> click to view
2	Applicant Signature		Upload image of size less than 71.68 KB	<input type="button" value="Choose File"/> sv.jpg click to view
3	ID Proof	<input type="text" value="Document Number"/>	Upload PDF of size less than 200KB	<input type="button" value="Choose File"/> No file click to view
4	10th Degree/Certificate along with consolidated marksheet	<input type="text" value="Document Number"/>	Upload PDF of size less than 500KB	<input type="button" value="Choose File"/> No file click to view
5	12th Degree/Certificate along with consolidated marksheet	<input type="text" value="Document Number"/>	Upload PDF of size less than 500KB	<input type="button" value="Choose File"/> No file click to view
6	Bachelor of Technology (B.Tech) Degree/Certificate along with consolidated marksheet	<input type="text" value="Document Number"/>	Upload PDF of size less than 500KB	<input type="button" value="Choose File"/> No file click to view
7	Master of Technology (M.Tech) Degree/Certificate along with consolidated marksheet	<input type="text" value="Document Number"/>	Upload PDF of size less than 500KB	<input type="button" value="Choose File"/> No file click to view
8	12th CGPA Conversion	<input type="text" value="Document Number"/>	Upload PDF of size less than 500KB	<input type="button" value="Choose File"/> No file click to view
9	Bachelor of Technology (B.Tech) CGPA Conversion	<input type="text" value="Document Number"/>	Upload PDF of size less than 500KB	<input type="button" value="Choose File"/> No file click to view
10	Master of Technology (M.Tech) CGPA Conversion	<input type="text" value="Document Number"/>	Upload PDF of size less than 500KB	<input type="button" value="Choose File"/> No file click to view
11	NTPC ABC Experience	<input type="text" value="Document Number"/>	Upload PDF of size less than 100KB	<input type="button" value="Choose File"/> No file click to view
12	IITD XY Experience	<input type="text" value="Document Number"/>	Upload PDF of size less than 100KB	<input type="button" value="Choose File"/> No file click to view
13	NTPC ABC Salary Slip	<input type="text" value="Document Number"/>	Upload PDF of size less than 100KB	<input type="button" value="Choose File"/> No file click to view
14	NTPC ABC Equivalence Certificate (as per 7th CPC Pay Matrix Level)	<input type="text" value="Document Number"/>	Upload PDF of size less than 100KB	<input type="button" value="Choose File"/> No file click to view
15	IITD XY Salary Slip	<input type="text" value="Document Number"/>	Upload PDF of size less than 100KB	<input type="button" value="Choose File"/> No file click to view
16	NTPC ABC NOC/ Forwarding Letter	<input type="text" value="Document Number"/>	Upload PDF of size less than 100KB	<input type="button" value="Choose File"/> No file click to view
17	Name Change Certificate	<input type="text" value="Document Number"/>	Upload PDF of size less than 200KB	<input type="button" value="Choose File"/> No file click to view
18	Defence Services	<input type="text" value="Document Number"/>	Upload PDF of size less than 200KB	<input type="button" value="Choose File"/> No file click to view
19	One Arm	<input type="text" value="Document Number"/>	Upload PDF of size less than 200KB	<input type="button" value="Choose File"/> No file click to view
20	Category Certificate	<input type="text" value="Document Number"/>	Upload PDF of size less than 200KB	<input type="button" value="Choose File"/> No file click to view

Total Rows Count: 20

Figure 18: Upload Documents

- After uploading all the documents, click on the ‘Save and Next’ button. You will be redirected to the next screen, which will be displayed.

Are you sure you want to submit your details ? Review your details before submitting.

- After successful data upload, the system will redirect you to the Review screen. Then, click on 'Proceed' to continue.

Complete Registration
Complete Registration Review

Personal Details



Full Name*
 Mother's Name
 Father's Name/Guardian's Name*

Gender*
 Date of Birth (As per 10th board certificate)*
 Mobile Number*

Email ID*
 Category

ID TYPE
 ID Number

Photo and Signature

Correspondence Address

Address Line 1
 Address Line 2
 Address Line 3

City/Village/Town
 State/UT
 Pin

Permanent Address

Address Line 1
 Address Line 2
 Address Line 3

Village/ Town/ City
 State/ UT
 Pin/ Zip

Education (Starting from 10th Onwards)

Level of Educational Qualification	Qualification	Degree Of Specialization	Board/ University	Year of Passing	Result Type	Marks/ GPA Obtained	Maximum Marks	Percentage/ Equivalent Percentage
Matriculator	10th	10th (Seco	cbse	2000	Percentage	400	500	80
Higher Seco	12th	12th (Senior	cbse	2002	CGPA	400	500	80

Total Rows Count: 2

Experience Details

Company/Organization	Type of Organisation	Nature of Appointment	From	To	<input type="checkbox"/> Currently Working	Post Held	Department/ Division/ Section	Nature of Duties	Pay Level	Consolidated Gross Remuneration (Monthly)	Length of Service in Years
nielt	Autonor	Contract	01-01-2024	24-02-2025	<input checked="" type="checkbox"/>	develop	IT	working on SQL		24000	2 Years 1 Months 23 Days

Total Checked=1
Total Rows Count: 1

Total Experience

Total Experience	Total Years
Total Experience	2 Years 1 Months 23 Days

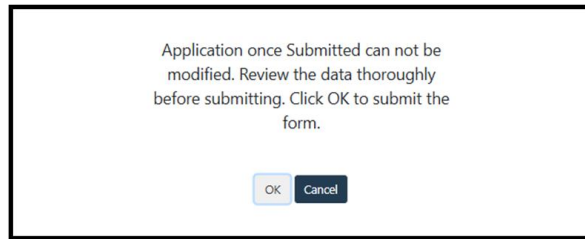
View Documents

Serial No	DOC_FILE_SERIAL_NO	File
1		Applicant Photograph
2		Applicant Signature
3		ID Proof
4		10th Degree/Certificate along with consolidated marksheet
5		12th Degree/Certificate along with consolidated marksheet
6		12th CGPA Conversion
7		nielt developer Experience
8		nielt developer Salary Slip
9		nielt developer NOC/ Forwarding Letter
10		Disability Certificate

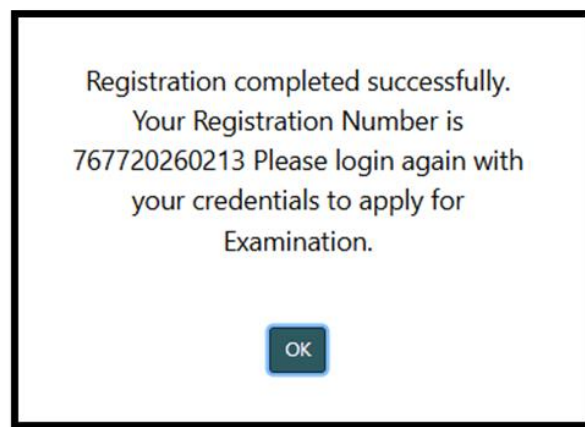
[Back](#)
[Proceed](#)

Figure 19: Review Screen

- Once the application is submitted, it cannot be modified. Please review the data thoroughly before submitting. Click ‘OK’ to submit.



- After clicking on the ‘OK’ button, this screen will be displayed. Registration is completed successfully. Please log in again using your credentials to apply for the examination.



2 Apply for Exam Form

- After logging in, the dashboard will appear as shown below. Then, click on ‘Apply for Online Exam’.

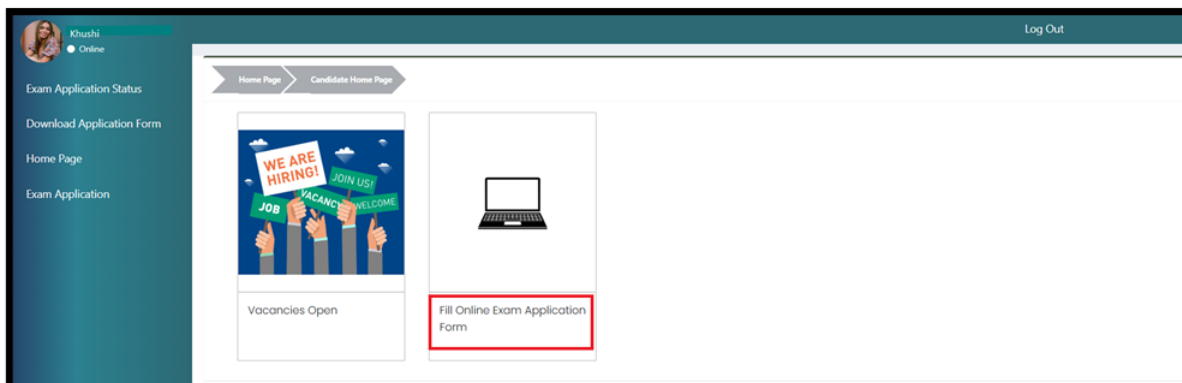


Figure 20: Exam Application Form

- On this screen, your Personal Details, Educational Details, and Experience Details will be displayed. Scroll down and apply for the desired post.

Figure 21: Apply for posts

- Select the **Examination/Recruitment** from the dropdown. Select the **City Choice** from the dropdown. If you are an employee of IIT, select **YES**; otherwise, select **NO**. If **YES** is selected, enter the **Employee ID** and select the **Employee Type** from the dropdown and click on the **Apply for Post**.

Figure 22: Select Examination Details

- Select the **Post** for which you are eligible. From the dropdown, choose the **Applicable Qualification as per Advertisement** exactly as mentioned in the advertisement. After that, select the **Applicable Qualification Possessed by the Candidates** from the dropdown, which you filled during registration. Then carefully read the **Desirable Qualification**. Based on this, select 'Yes' or 'No' in the field **Do you possess the desired qualification** and click on the appropriate checkbox for the post you have applied for, as shown in the figure below.

Apply For Posts						
<input type="checkbox"/> Choose	Post	No Of Vacancies and Category / Pay Level / Max Age	Applicable Qualification as Per Advertisement	Applicable Qualification Possessed By Candidates	Desirable Qualification	Do You Possess the Desired Qualification
<input type="checkbox"/>	Assistant Executive Engineer (Civil)	1 UR/ 10/ 45	--select--	--select--	(i) Proven track record of handling projects/ works in reputed organization of relevant magnitude and qualities. (ii) Experience of working in civil engineering Designing and estimation, construction management etc., as relevant to the profession. (iii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power point or equivalent is a must. (iv) Experience in handling construction & construction management related software, like Computer aided Design (CAD) etc.	--select--
<input type="checkbox"/>	Junior Engineer (Electrical)	1 UR/ 6/ 35	--select--	--select--	(i) Experience of having worked with large projects. (ii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power point or equivalent is a must. (iii) Expertise in using software relevant to the job profile.	--select--
<input type="checkbox"/>	Application Analyst	1 UR/ 6/ 35	--select--	--select--	Not Applicable	Not required
<input type="checkbox"/>	Assistant Administrative Office	1 ST/ 6/ 35	--select--	--select--	Not Applicable	Not required
<input type="checkbox"/>	Administrative Assistant	1 ST/ 5/ 30	--select--	--select--	Not Applicable	Not required
<input type="checkbox"/>	Accounts & Audit Assistant	1 ST/ 5/ 30	--select--	--select--	Not Applicable	Not required

Total Checked=0 Total Rows Count: 6

Figure 23: Apply for post

- After completing the above steps, you will be redirected to the Review screen. Scroll down and select the Declaration checkbox. If you have been convicted by a court of law or if any criminal case, disciplinary action, or vigilance enquiry is pending against you, select **YES** and upload the **Clarification Document**. Otherwise, select **NO**. Enter the required joining time (in days). Then click the ‘Proceed’ button.

Post Applied			
Sno	Post	Fee	Center
1	Assistant Executive Engineer (Civil)	750	New Delhi-NCR

Fees To be Paid	
Fee Type	Amount to be paid
Examination	750

Declaration / Undertaking

I hereby declare that I have filled all the details pertaining to Educational Qualification and Employment history as possessed by me on the date of submission of this application form. I understood that these details shall be considered to ascertain my eligibility for the post that I am applying and I shall not bring any other information or document later.*

I hereby declare that all the instructions of the advertisement have been read and fully understood by me.*

If at any time I am found to have concealed/ suppressed any material information or given any false details, my appointment shall be liable to be summarily terminated without notice.*

I will pay the fees (as applicable) for the said post.*

There is no vigilance or disciplinary case pending/ contemplated against me.*

Have you ever been convicted by a court of law or is there any criminal case/ disciplinary action/ vigilance enquiry pending against you? YES NO

Upload Clarification Document
 No file chosen

If appointed how much time would you require for joining the post (in days).*

Figure 24: Review screen

- This screen will redirect you to the Payment Gateway. If you have reviewed your application to your satisfaction, click on the ‘Proceed to Pay’ button to continue with the payment process.

redirecting to Payment Gateway. Please
make payment only if you have
reviewed your application to your
satisfaction.

OK

➤ After clicking on the 'OK' button, the payment screen will be displayed.

The screenshot displays a payment gateway interface. On the left, under 'Payment Methods', there are four options: 'Credit / Debit Cards', 'Net Banking', 'UPI', and 'UPI QR'. The 'Credit / Debit Cards' option is selected. The main area shows 'Card details' with fields for 'Card number', 'Expiration date', and 'Security code'. Below these is a field for 'Card holder name' labeled 'Full name on card'. A 'Pay ₹1500' button is at the bottom. On the right, a 'Summary' box shows 'Order ID: E2026275051' and 'Total Amount: ₹1500' with the 'BillDesk' logo.

Figure 25: Payment Gateway

3 Candidate Dashboard

After logging in, the candidate can view different menus, which can be navigated to perform specific actions as described below:

1. Exam Application Status
2. Download Application Form
3. Home Page
4. Exam Application

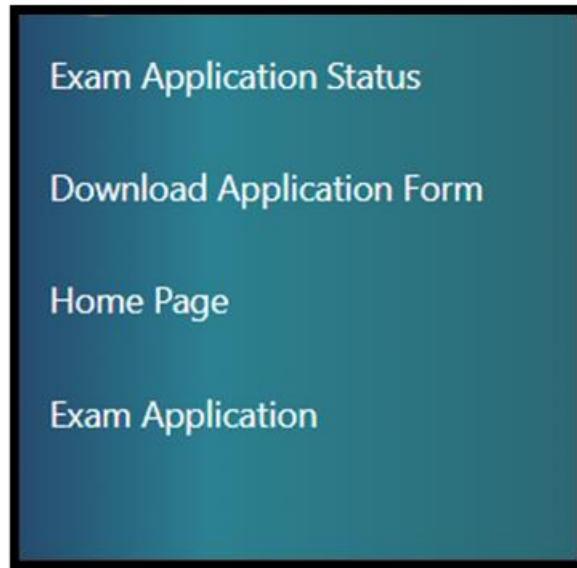


Figure 26: Dashboard

3.1 Download Application Form

- Click on this option to view the applications that have been applied for.

Download Application Form → Download Exam Application

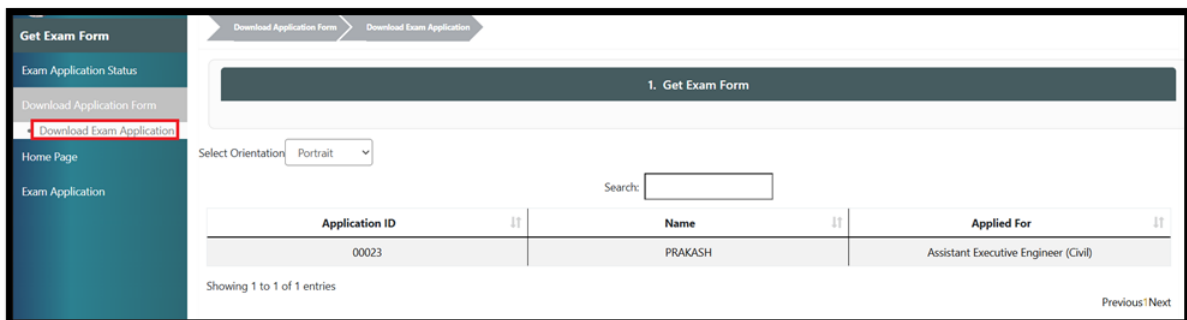


Figure 27: Application Form

- All fields on the screen are clickable. The fields **Application ID**, **Name** and **Applied for** are clickable.

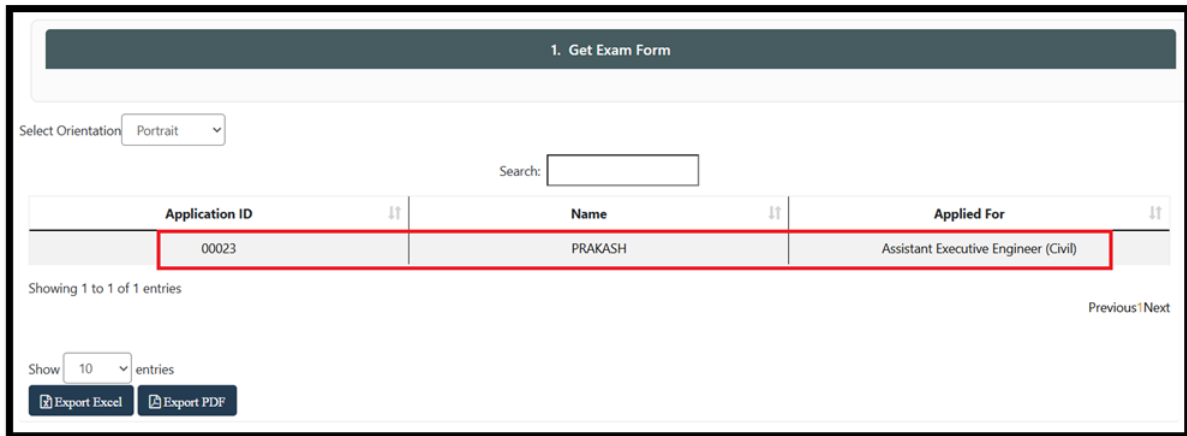


Figure 28: Get Exam Form

- After clicking on the **Application ID**, the following screen will be displayed. Click on the **Download Filled Form** option to download the PDF automatically. The downloaded file can be accessed from the **Downloads** folder on your PC/Laptop.

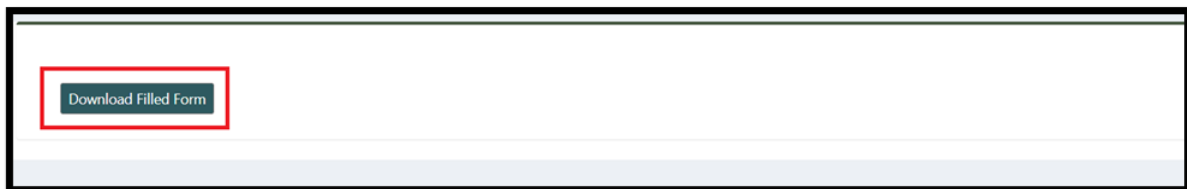


Figure 29: Download Form

3.2 Home Page

- When you click on the Home Screen, two tabs will be visible:
 - Vacancies Open: Clicking on this tab will redirect you to the IIT website.
 - Fill Online Exam Application Form: Clicking on this tab will redirect you to the post application screen where you can apply for the desired post.

Home Page → Candidate Home Page

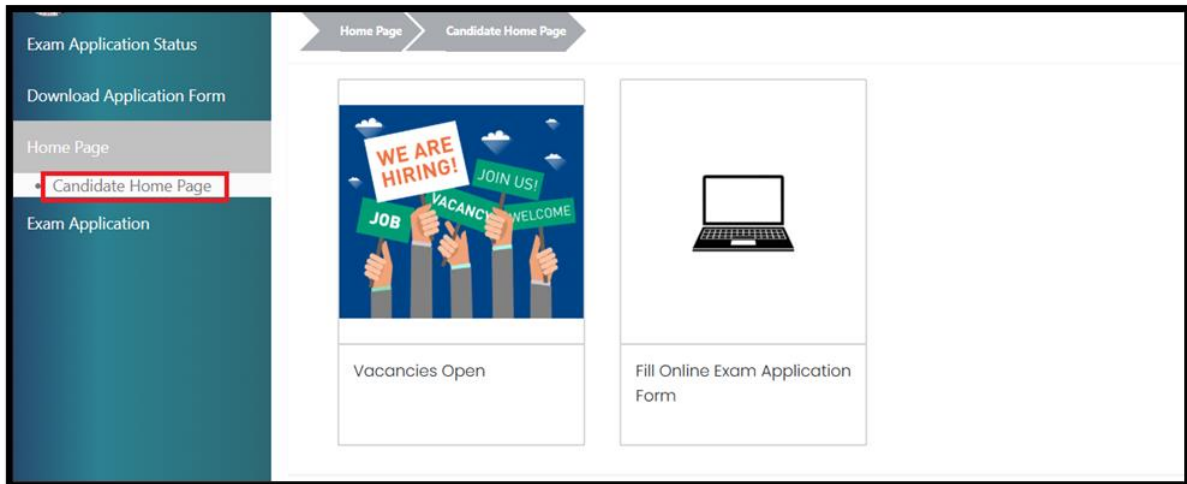


Figure 30: Home page

3.3 Exam Application

- When you click on the **Exam Application** menu, two submenus are available:
 - **Exam Application Form**
 - **Incomplete Exam Forms**
- When you click on the **Exam Application Form**, you will be redirected to the **Apply for Post** screen.

[Exam Application](#) → [Exam Application Form](#)

Exam Application Status

Download Application Form

Home Page

Exam Application

Exam Application Form

Incomplete Exam Forms

Exam Application
Exam Application Form

Personal Details

Full Name* Mother's Name Father's Name/Guardian's Name*

Gender* Date of Birth (As per 10th board certificate)* Mobile Number*

Email ID* Category

ID TYPE ID Number

Photo and Signature

Education (Starting from 10th Onwards)

Level of Educational Qualification	Qualification	Degree Of Specialization	Board/ University	Year of Passing	Result Type	Marks/ CGPA Obtained	Maximum Marks	Percentage/ Equivalent Percentage
10th Equiv	Foreign License Hold	Diploma in	veer bhadra	2020	Percentage	250	500	50
Higher Sec	ITI	12th (Senic	CBSE	2022	CGPA	400	500	80

Total Rows Count: 2

Experience Details

Company/Organization	Type of Organisation	Nature of Appointment	From	To	<input type="checkbox"/> Currently Working	Post Held	Department/ Division/ Section	Nature of Duties	Pay Level	Consolidated Gross Remuneration (Monthly)	Length of Service in Years
nielit	PSU/PS	Regular	08-09-21	08-09-2	<input checked="" type="checkbox"/>	DEO	IT	Excel ms word		12000	23 Years 0 Months 0 Days
TCS	Autono	Contrac	01-01-21	07-09-2	<input type="checkbox"/>	deo	IT	Excel ms word		10000	2 Years 8 Months 6 Days

Total Checked=1 Total Rows Count: 2

Total Experience

Total Experience	Total Years
Total Experience	25 Years 8 Months 6 Days

Select Advertisement Number and Apply for Post

Examination/ Recruitment Are you an employee of IIT Delhi YES NO City Choice*

Apply for Posts

Apply For Posts

<input type="checkbox"/> Choose	Post	No Of Vacancies and Category / Pay Level / Max Age	Applicable Qualification as Per Advertisement	Applicable Qualification Possessed By Candidates	Desirable Qualification	Do You Possess the Desired Qualification

Total Checked=0 Total Rows Count: 0

Figure 31: Apply for Exam

- When you click on the **Incomplete Exam Forms**, you will be redirected to this screen, as shown in the figure below.

Exam Application → Incomplete Exam Forms

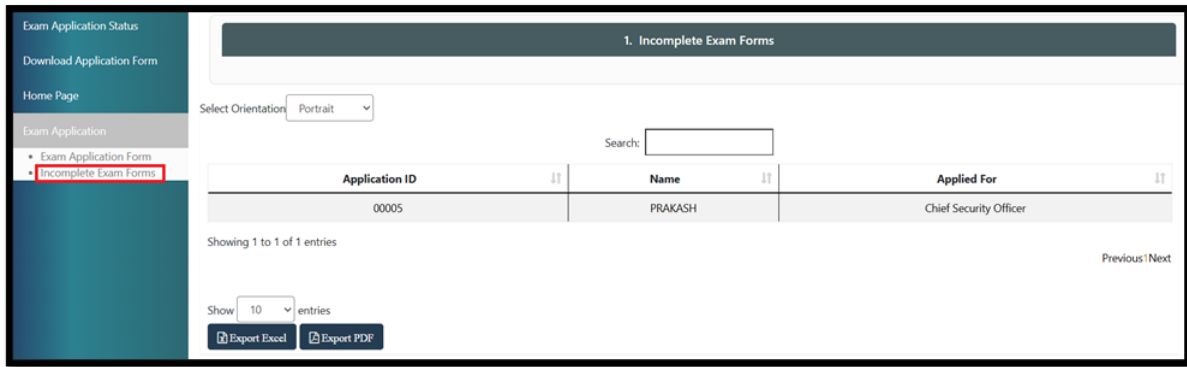


Figure 32: Incomplete Exam Forms

- All fields on the screen are clickable. The fields **Application ID**, **Name** and **Applied for** are clickable.

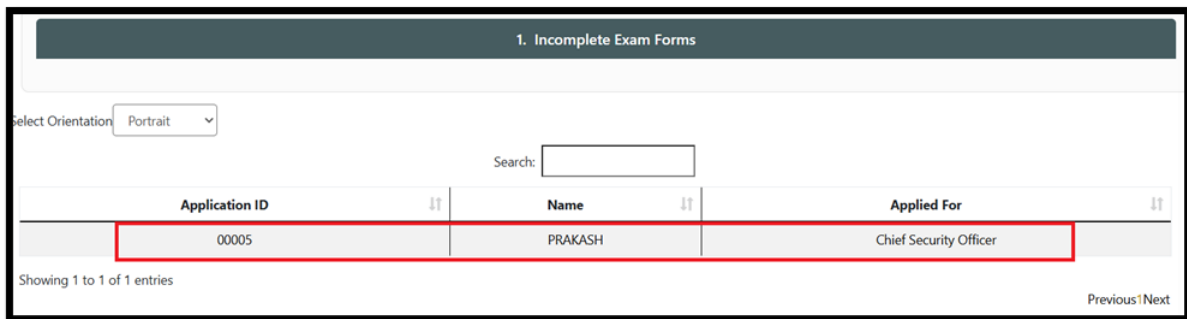


Figure 33: Incomplete Exam Form

- When you click on the **Application ID**, you will be redirected to the screen where you previously left your application.