

**NOTE:**

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO APPLY & SUBMIT APPLICATION PROMPTLY AND NOT TO WAIT TILL THE LAST DATE/TIME FOR APPLYING ONLINE. NHSRCL SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS ON ACCOUNT OF THE LAST-MINUTE RUSH.
2. PLEASE RETAIN THE PRINT-OUT OF APPLICATION FORM & PAYMENT ACKNOWLEDGEMENT SLIP (If applicable) FOR FUTURE REFERENCES.
3. PLEASE DO NOT SEND A HARD COPY OF THE APPLICATION FORM OR ANY DOCUMENTS TO THE OFFICE OF NHSRCL.

<b>IMPORTANT DATES</b>	
<b>1. Opening Date for On-line Registration of Application</b>	<b>26/03/25 (10:00 AM)</b>
<b>2. Last Date of submission of Online Application with Fee through Debit/Credit Card/Net Banking /Wallets/UPI. (Payment of Application Fee through Billdesk payment gateway)</b>	<b>24/04/25 (11:55 PM)</b>

**INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION**

<b>A. GENERAL INSTRUCTIONS</b>	
1.	Read the Instructions carefully and click the “ <b>Click here</b> ” Hyper Link button in front of the “ <b>To Register</b> ” bullet item for registration for Online Application of NHSRCL.
2.	For detailed notification, please click the “ <b>Click here</b> ” Hyperlink button in front of the “ <b>To read Advertisement</b> ”. Please read it carefully before filling the on-line application.
3.	Details once filled by candidate in the on-line application form will not be changed after final submission.
4.	Before starting to fill-up the application, the candidate should keep ready, the following details/documents: a) Valid E-mail ID & Mobile Number. b) Scanned copy of the recent passport size color Photograph ( <i>not older than 3 weeks</i> ). Candidates should ensure that the same photograph is used throughout this recruitment process. c) Scanned signature in JPG/JPEG format. d) Details/ documents regarding his/ her educational qualifications (class 10th/Matriculation), Essential qualification, experience, caste certificate etc. as per the eligibility criteria.
5.	Category ( UR/EWS/SC/ST/OBC(NCL) once filled by candidate in the on-line application form will not be changed and no benefit of other category will be admissible.
<b>1. HOW TO APPLY</b>	
1.	Candidates should have a valid personal E-mail ID and Mobile Number. The E-mail ID and Mobile Number entered by the candidate in his/ her Online Application Form must remain valid for at least next one year from the date of filling application. Application Sequence Number, password and all other important communication will be sent on the same registered e-mail ID & Mobile No. (Please ensure that email sent to the mailbox of registered E-mail ID is not redirected to junk /spam folder).
2.	Candidates should take utmost care in furnishing / providing the correct details while filling-up the on-line application. <b>YOU CAN EDIT THE INFORMATION ONLY BEFORE SUBMISSION OF APPLICATION BECAUSE ONCE THE FORM IS SUBMITTED, IT CAN NOT BE EDITED.</b>
3.	The process for submitting the applications as per “ <b>No. NHSRCL/Vacancy Notice- 04/2025</b> ” is given below:  <b>Step-I:</b> Registration of Personal Details and Contact details. User-Id and password will be sent through e-mail / SMS on registered E-Mail and Mobile Number.

	<b>Step-II:</b> Re-Login to complete the fields of Personal Details, Additional Details, Communication Details, Qualification Details, Declaration, Upload relevant Documents (photo/signature, relevant certificates, etc.) and to submit Application Fee (wherever applicable) online via Billdesk Payment Gateway.
4.	Application once submitted cannot be withdrawn. Application fee and other charges, as applicable, once paid will not be refunded in any case / circumstances and neither the same shall be held reserved for any other recruitment OR selection process.
<b>2. STEP-I: REGISTRATION/SIGN-UP</b>	
1.	The candidate should fill up all the required information, i.e., Personal Details, Contact Details, etc. correctly and press Generate OTP button.
2.	OTPs will be sent to the candidate's Mobile No. & E-mail ID, separately. The candidate must enter OTP to verify Mobile No. & E-mail ID.
3.	Candidates agreeing the terms & conditions may apply by clicking 'I Agree' Check box given after the Declaration and then re-verify the selected/entered values by clicking the "Re-verify" button and then ticking the Check Boxes, if the entered values are displayed correctly, and pressing the "Submit" button.
4.	After clicking <b>SUBMIT</b> button/ tab, the candidates will receive Application Sequence No. (User ID) & Password on their E-mail ID and Mobile No. Now, candidate has to Click " <b>Go To Application</b> " button (given on top right corner) to reach to Step-II.
<b>A. STEP-II: FILLING-UP OF APPLICATION</b>	
1.	After signing-up, candidate has to Click on "LOG IN" button and then Click on "Go To Application" button at top right corner for filling-up Personal Details, Additional Details, Communication Details, Qualification Details, Declaration, Upload relevant Documents (photo/ signature, relevant certificates, etc.). After filling all required details Candidate must submit the application and pay applicable Application Fee online via Billdesk Payment Gateway through <b>Net Banking, Debit Cards, Credit Cards, Wallets,UPI etc.</b>
2.	<p>Instructions regarding scanning of Photograph, Signature: Candidates should upload the scanned (digital) image of their photograph and signature in Jpg/jpeg format, as per the process given below:</p> <ul style="list-style-type: none"> <li>• Photograph Image: <ul style="list-style-type: none"> <li>○ The photograph must be a recent passport size colour picture with a white background (not older than 03 weeks).</li> <li>○ The photograph should be taken while looking straight at the camera with a relaxed face.</li> <li>○ The size of the scanned image should be between 100KB to 200KB in jpg/jpeg format only.</li> </ul> </li> <li>• Signature image: <ul style="list-style-type: none"> <li>○ The applicant has to sign on white paper with Black ink pen.</li> <li>○ The signature must be signed only by the applicant and not by any other person.</li> <li>○ Please scan the signature area only and not the entire page.</li> <li>○ Size of file should be between 80KB to 150KB in Jpg/jpeg format only.</li> </ul> </li> <li>• Certificates/Documents: <ul style="list-style-type: none"> <li>○ Scanned copies of required certificates respective for EWS / SC/ ST/ OBC (NCL), etc., as applicable.</li> <li>○ Scanned copies of required qualification certificates and other certificates such as, class 10th, essential qualification, conversion in percentage certificate issued by University/Institute, relevant certificate etc.</li> <li>○ In case of experience certificate, size of the scanned file should be of minimum 100 KB and maximum of 2 MB size in PDF/JPG/JPEG format only. In case of other certificates, size of scanned file should be of minimum 100 KB and maximum of 1 MB size in PDF/JPG/JPEG format only</li> </ul> </li> <li>• Non-attachment of required/ legible documents in the online application will be treated as incomplete application and will be rejected forthright.</li> </ul> <p>Note: In case any additional document is required to be uploaded, candidate is advised to upload it as merged pdf file in specified tab given in online application portal.</p>

3.	<p>After uploading Photograph, Signature and required Certificates/ Documents, click on "<b>Preview</b>" tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking on "<b>Submit</b>" tab. Once the application is submitted, candidates automatically will be redirected to Billdesk payment gateway <b>through Net Banking, Debit Cards, Credit Cards, Wallets/UPI etc.</b> to deposit the fee.</p> <ul style="list-style-type: none"> <li>• UR/EWS and OBC category candidates are required to pay a non-refundable application fee of Rs. 400/- (exclusive of transaction processing charges if any).</li> <li>• SC/ST/Women candidates are exempted from payment of application fee.</li> </ul>
4.	<p>Guidelines for remittance of fee are as under:</p> <ul style="list-style-type: none"> <li>• Post submission, the candidate will be re-directed to Billdesk payment gateway to make the online payment of application fees.</li> <li>• Kindly verify the details and make the payment for application fees via the different payment modes.</li> <li>• Post successful payment of application fees, candidate will be redirected to his application form.</li> </ul>
5.	<p><b>Printing of the submitted Application Form:</b> - On successful submission of the Application Form, after payment of the Application Fee, the candidate should print his/ her Application Form, containing the details submitted by the candidate, by pressing "<b>PRINT</b>" button and saving/ printing his/ her Application Form in PDF form. PLEASE RETAIN THE PRINT OUT OF THE APPLICATION FORM WITH YOU FOR FUTURE REFERENCES.</p>
6.	<p>More than one registration / application should not be submitted by any candidate for any particular post. In case of multiple applications, the applicant should note that only the online application with higher "Application Sequence Number" shall be entertained by the NHSRCL and fee paid against one "Application Sequence Number" shall not be adjusted against any other "Application Sequence Number".</p>
7.	<p>Technical queries/clarifications relating to the filling up of ON-LINE APPLICATION may be raised on the Grievance portal available in the application form or contact "<b>Help Desk</b>" Phone <b>No:9513166169</b> between Monday to Friday (During 10 AM to 5 PM).</p>
<p><b>PLEASE REFER TO THE ADVERTISEMENT AND ENSURE YOUR ELIGIBILITY FOR THE POST YOU ARE GOING TO APPLY.</b></p>	