NATIONAL HIGH SPEED RAIL CORPORATION LIMITED
नेशनल हाई स्पीड रेल कॉर्पोरेशन लिमिटेड

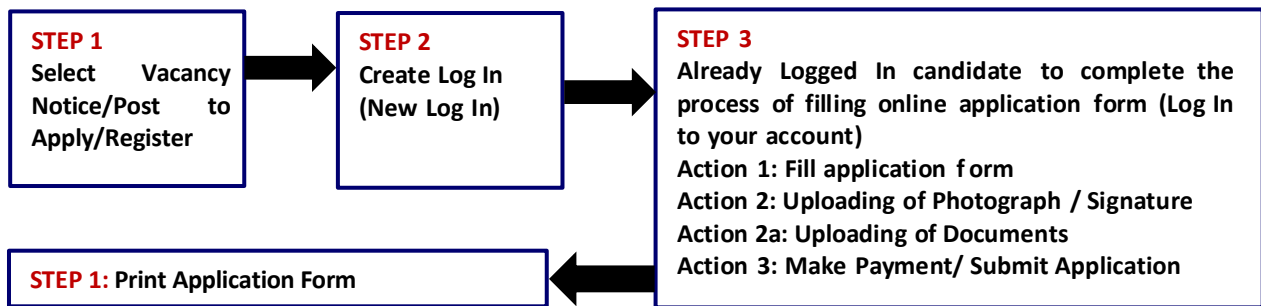## GUIDELINES I HOW TO FILL THE ONLINE APPLICATION FORM

GENERAL INSTRUCTIONS

1. Candidates are required to apply online through website: https://jobapply.in/nhsrclhomepage/
2. Entries in the application form are required to be filled in English only.
3. Separate applications will have to be submitted against each vacancy notice, if an applicant intends to apply for more than one position. **It is suggested to use the same email address to register for all posts**.

STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM

STEP 1	STEP 2	STEP 3
Select Vacancy Notice/Post to Apply/Register	Create Log In (New Log In)	Already Logged In candidate to complete the process of filling online application form (Log In to your account) Action 1: Fill application form Action 2: Uploading of Photograph / Signature Action 2a: Uploading of Documents Action 3: Make Payment/ Submit Application

STEP 1: Print Application Form

STEP 1: New Candidate to Select Vacancy Notice/Post to Apply/Register

**New Candidate to visit the website**: https://jobapply.in/nhsrclhomepage/ and click on Vacancy Notice No./ Post for which he/she wish to apply.

Before starting to fill up the on-line application, keep ready with you the following details/ documents/Information:
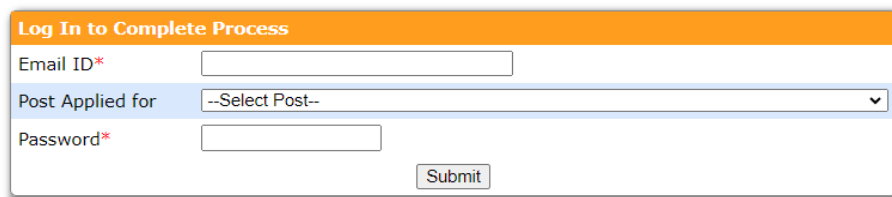
1. Valid Email ID (This email id shall be used to communicate with the candidate in near future, if required.) & mobile number valid for at least next one year.
2. Personal, Educational Qualification and Experience details.
3. Details of Debit Card/Credit Card/Net Banking/QR/UPI for making fee. (if applicable)
4. Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size less than 50kb.
5. Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size less than 20kb
6. Scanned Copies of documents (in jpeg/pdf format), as follows:

   I. 10th Certificate (Date of Birth proof). - **Mandatory**
   II. Degree/Certificate and Mark Sheet(s) for essential qualification. - **Mandatory**
   III. Experience Certificates/documents in support of experience. - **Mandatory**
   IV. Caste Certificate (SC/ST/OBC as applicable) & Disability certificate (in case of PwBD candidate) in the prescribed format issued by the Competent Authority, if applicable. - **Mandatory**
   V. Additional Qualification certificate(s), if applicable. - **Optional**

Note: While applying for any post, the candidates should ensure that he/she fulfils all the eligibility criteria given herein and particulars furnished are correct in all respect. In case, it is found at any stage of selection that a candidate does not fulfill the eligibility criteria and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is/are detected even after the engagement, his/her admission are liable to be terminated without any notice.

STEP 2: Create Log in (New Log In)

> ☞Fresh Candidate to create Log In
> [New Log In]
>
> ☞To Complete Registration Process
> (Log In to your account)
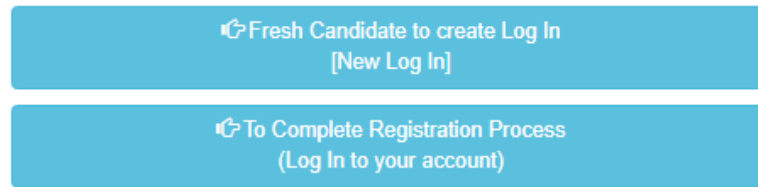
1. Candidate to click: **Fresh Candidate to create Log in (New Log In)**
2. Fill the details to apply for **ANY ONE POST**. You must have a **valid email ID** for applying online.
3. Remember the password filled here for creating Log In.
4. Press the "Submit" button. Acknowledgement Email will be sent on the email id filled by you.
5. Kindly check the same and keep a record of that.
6. **Note: Once the information filled here will not be changed.**
7. Now click: **To Complete Registration Process (Log in to your account)** to log in to complete registration process. Here to log in, you need to fill the following:
   - Email-ID
   - Post applied for
   - Password

Log In to Complete Process	
Email ID*	
Post Applied for	--Select Post--
Password*	
	Submit

Fresh Candidate (CLICK HERE) to create Log In   Forgot password
Fields marked with * are mandatory

STEP 3: Already Registered candidate log in to complete registration process (Log In to your account)

Already registered Candidate to visit the website: https://jobapply.in/nhsrclhomepage/ and login by clicking Already registered Candidate (CLICK HERE) to Complete Application

On clicking **Already registered Candidate (CLICK HERE) to Complete Application (Log In to your account)** **page will appear which will have buttons indication 4 actions which are to be completed for submission of online application form:**

Action	Status
Click on the buttons given below	
Action-1: Fill Application	To be Completed
Action-2: Uploading of Photograph/ Signature	To be Completed
Action-2A: Uploading of Documents (Qualification/ PwD/ Experience/ Resume etc.)	To be Completed
Click here to Preview Application	
Action-3: Make Payment/ Submit Application	To be Completed
Action-4: Print Application	To be Completed

ACTION-1: FILL APPLICATION (CLICK ON THE BUTTON TO FILL APPLICATION FORM)

➢ Fill the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the details of your Qualification, etc.

➢ While filling the application form online, please save the information by clicking the button "SAVE".

➢ In case you wish to edit any information you can do that by log in again using Email-ID, Post Applied For and Password and after editing the information, make sure to save the information by clicking the button "SAVE".

ACTION-2 : UPLOADING OF PHOTOGRAPH AND SIGNATURE

➢ Upload Photograph - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. **The image should only be in .jpg or .jpeg format. Size of file should be 20kb - 50kb.**

➢ Upload Signature - Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is less than 20kb. Please note that this signature would appear on admit card for written test, and if it does not match the signature at the time of written test, the candidature will be cancelled. **The image should only be in .jpg or .jpeg format. Size of file should be 10kb - 20kb.**

ACTION 2A : UPLOADING OF DOCUMENTS

➢ Candidate is required to upload the scanned copies of all the relevant documents with regard to age, qualification, work experience, other documents as applicable. Scanned copies (in JPEG/JPG format) of following documents are to be uploaded:

- 10th Certificate (Date of Birth proof). (Size less than 500 kb) - **Mandatory**
- Essential Qualification Degree/Certificate. (Size less than 500 kb) - **Mandatory**
- Essential Qualification Mark Sheet(s). (Size less than 500 kb) - **Mandatory**
- Experience Certificates. (Size less than 4 mb) - **Mandatory**
- Caste Certificate (SC/ST/OBC as applicable) & Disability certificate (in case of PwBD candidate) in the prescribed format issued by the Competent Authority, if applicable. (Size less than 500 kb) - **Mandatory**
- Additional Qualification (s), if applicable. (Size less than 2 mb) - **Optional**

➢ After upload all requisite documents, Click on "**Save & Proceed to Submit Application**".

ACTION-3: MAKE PAYMENT / SUBMIT APPLICATION

➢ Category wise applicable registration fee is as below:

S.No.	Category	Fee (Rupees)
1	UR/OBC/EWS	400.00
2	SC/ST/Female Candidates	Exempted

➢ Candidate to read the undertaking and accept the same.

➢ In case you wish to edit any information pertaining to Personal Details and Qualification Details; you can do that by log in again using Email-ID, Post Applied for & Password and after editing the information, make sure to save the information again by clicking the button "SAVE".

➢ Once the application is submitted at this step, you cannot edit the information after that.

- On clicking the button "**MAKE PAYMENT**"; you will be routed to Bank website where you have to make the payment by any one of the following options:
  - Debit Card
  - Credit Card
  - Net Banking
  - UPI
  - QR Code

- Fees paid by modes other than indicated above will not be accepted.
- Fee once paid will not be refunded under any circumstances.

ACTION 4: PRINT APPLICATION

- Take the print out of online application form for records.
- Candidates can re- print their application form by logging in to their account any time during the recruitment process.

ON CORRECTLY FOLLOWING THE ABOVE STEPS, YOU WOULD HAVE COMPLETED THE APPLICATION PROCESS.