

IMPORTANT INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

1. Only online application submitted before the closing date will be accepted. Application form sent in any other form will be rejected.
2. The Applications complete in all respects will be accepted and Application submitted without photograph will be summarily rejected.
3. It is the responsibility of the applicant to ensure that all the details are successfully submitted online along with Photograph before the closing date. NIELIT will not be responsible for any of the unforeseen circumstances.
4. Applicants, in their own interest, should check their eligibility for specific course before applying.

PROCEDURE FOR ONLINE SUBMISSION OF APPLICATION

The Application can be submitted online through the URL <http://empanelment.nielit.in/> Applicants are advised to read the instructions and steps carefully before submitting application form.

A. STEPS FOR SUBMITTING THE APPLICATION FORM

The complete Application can be submitted in following 2 steps:

STEP 1: Submission of Applicant's Details

STEP 2: Uploading of scanned Photograph

Note:

1. Although for the benefit of applicants an **Application Number** is generated on completion of Step 1 so that he/she may complete Steps 2 later on but not later than closing date by specifying this number and Date of Birth. Read instructions given below for availing this facility.
2. Applicant can also view and print details of submitted Application form along with Photograph and Status of Application (whether Submitted Successfully or Pending).

B. PROCESS FOR SUBMISSION OF APPLICATION FORM

1. Applicant has to read through the instructions and check the “**I Agree**” check box provided at the bottom of the form after declaration if applicant is sure that he /she meets the prescribed eligibility.
2. Applicant can then start the process for submission of Application form by clicking “**Proceed to Apply Online**” button. Applicant is required to provide all the mandatory information [Marked with * (asterisk) sign] in the application form.
3. After specifying all the mandatory information as required in STEP 1 of submission of Application Form, Applicants will have to check the “**I Agree**” check box to agree to the specified declarations and also to the fact that the information furnished by him/her is correct to the best their knowledge and in case any of the furnished information is found wrong later on his/her candidature is liable to be cancelled.
4. The Applicant will then have to click the “**Continue**” button to Preview the details entered by him/her. If all details are correct, the applicant can proceed to **STEP 2** of applying by clicking the “**Submit Application**” button. Once the applicant clicks on “**Submit Application**”, he/ she cannot make any further modifications in the application details. If any details are incorrect, the applicant can go back to STEP 1 by clicking the “**Edit Application**” button to change the entered information.

5. On clicking the “**Submit Application**” button, an Unique Application Number will be generated after registering the Applicant for this course and he/she will be allowed to upload his/her scanned Photograph and Signature to complete STEP 2 of submission of Application Form.

Note:

- a. Applicants are advised to note down the generated Application Number. However, information regarding the generated Application Number will also be sent to the Applicant via Email and/or will also be SMS.
 - b. Applicant can also fill up the STEP 2 of the application later on but before the closing date.
 - c. Applicants are advised to upload a recently taken scanned photograph (PP SIZE) in JPG/JPEG format. The digital size of file must be less than 50 KB.
6. Applicant can also complete STEP 2 of submission of Application Form later on by clicking on “**Upload Images (If Step-1 of Registration has already been completed and Application Number received)**” on the Main Page.
 - a. Applicant has to provide the correct details of Application Number, Date of Birth and Course applied before clicking on the Submit button.
 - b. After clicking the Submit button the applicant will be taken to the **STEP 2** of submission of Application Form.
 7. Applicant can view the main Application details entered earlier by clicking the **View/Print Application** menu option available on the home page by providing Application number and Date of Birth. **Applicant should ensure that the Applicant Status on Application form is “Submitted Successfully” otherwise application will be treated as incomplete and rejected.** Applicant can print application form by clicking on **Print** button.