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

GENERAL INSTRUCTIONS: HOW TO FILL THE ONLINE APPLICATION FORM

1) Candidates are required to apply online through website: **https://jobapply.in/NHSRCL2025ATM**
2) Entries in the application form shall be required to be filled only in English.

STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM

STEP 1: New Candidate to Create Log In → **Essential documents to be made ready for filling necessary fields in online application form.** → **STEP 2:** Already Logged in Candidate to Login to perform following actions to complete the process of filling online application form
ACTION 1: Fill application form
ACTION 2: Uploading Photo / Signature
ACTION 3: Make Payment/Submit Application
ACTION 4: Print application
→ **STEP 3:** Dispatch the printout of Application Form by post / hand along with supporting documents to NHSRCL at the given address.

STEP 1: New Candidate to Create Log In

- New Candidate to visit the NHSRCL website **https://jobapply.in/NHSRCL2025ATM** **and** click: **Fresh Candidate (CLICK HERE) to Create Log In**
- You must have a **valid email ID** to apply online. Remember the password filled in here for creating Log In for future use.
- Fill the required details & Press the button “Submit”. Acknowledgement Email will be sent on the email id filled in by you. Kindly check the same and keep a record of that.
- **Note: Once the information is filled in here, it will not be changed.**
- The confirmation for the registration will also be sent to your registered email.
- Now click: **Already Registered (Logged In) Candidate (CLICK HERE) to Apply** to log in to fill the application form. Click here to fill the following:
  - Email ID
  - Post Applied For
  - Password

Essential documents to be made ready

- Before starting to fill up the on-line application, keep ready with you the following details / documents / Information
  a) E-Mail ID (valid at least for one year).
  b) Mobile No (valid at least for one year).
  c) Required details such as personal data, educational qualifications, experience and other information.
  d) Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size (20-50kb).
  e) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (10-20kb).
  f) All necessary information pertaining qualification, experience etc to fill respective fields of online application. (The information filled by the candidate will be verified during document verification with necessary supporting documents)

STEP 2: Already Logged In candidate log in to complete the process of filling online application form

Action 1 ⇨ **Fill Application form**
Action 2 ⇨ **Uploading of Photograph and Signature**
Action 3 ⇨ **Make Payment/Submit Application**
Action 4 ⇨ **Print application**
Action 5 ⇨ **Dispatch the Printed Application along with documents to NHSRCL**

- Already Logged In Candidate to visit the **website: https://jobapply.in/NHSRCL2025ATM and login by clicking Already Registered (Logged In) Candidate (CLICK HERE) to Apply**

- On clicking **Already Registered (Logged In) Candidate (CLICK HERE) to Apply page will appear which will have buttons indicating 4 actions which are to be completed for submission of online application form:**

- **Action 1: Fill Application (Click on the button to fill application form)**

  ⇨ Fill in 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 Personal Details, Qualification Details, Experience Details and Additional Details in the sequence as given in the online application form.
  ⇨ While filling in the Personal Details, Qualification Details, Experience Details, and Additional Details 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, Mobile, Post Applied For and Password, after editing the information, make sure to save the information again by clicking the button "**SAVE**".
  ⇨ ***Note: The information filled will not be saved unless the button "SAVE" is clicked.***

- **Action 2: Uploading 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 not be more than 20-50 kb.**
  ⇨ **Upload Scan of 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 not more than 20 kb. Please note that this signature would appear on the Admit Card, and if it does not match the signature done by you on date of Document Verification/ Interview, the candidature will be cancelled. **The image should only be in .jpg or .jpeg format. Size of file should not be more than 10-20 kb.**

- **Action 3: Make payment /Submit Application**

S.No	Category	Fee Amount (In INR) (Application Fees + Bank Charges)
1.	ST, SC, Women Candidate	NIL
2.	For all other categories (For UR | OBC | EWS)	Rs. 400/- (+ Applicable Bank Charges)

⇨ SC/ST/Women Candidates are exempted from making the payment; Hence, all these candidates are required to SUBMIT application to complete the online registration process. On submitting online application, application number will be issued and candidate to take the printout of the Application Form having the Online Application Number.

⇨ **All other candidates are required to make the payment through Billdesk Payment Gateway only.** Keep the Debit Card/Credit Card/Internet Banking/UPI details handy.

⇨ Candidate to read the undertaking and accept the same.

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

⇨ In case you wish to edit any information pertaining to Personal Details, Qualification Details, Experience Details; and/or Additional Details you can do that by log in again using Email-ID, mobile No., Post Applied For, and Password after editing the information, make sure to save the information again by clicking the button "**SAVE**".

UR/OBC/EWS category candidate is required to make the payment through Bill Desk Payment Gateway as per steps given below:

- Read the undertaking and accept the same.
- Click the 'Submit' button.
- Now click on "**Proceed to Payment Gateway**".
- Select any one of the modes of payment, i.e. "Credit / Debit Cards" or "Net Banking" or "UPI" or "QR" as applicable, fill the details as asked and then proceed to make the payment.
- Once your payment is confirmed, the system will direct you to the final application form. You will receive an auto-generated Online Application Number, once you have successfully made the payment.

After submitting the application, the candidate will get a preview of the application with Application Number. Candidates are advised to get a printout of the filled-up application for sending to NHSRCL Corporate Office, New Delhi along with duly attested copies of all supporting documents. Also, a copy of printout may be retained by the candidate for records and future reference.

⇨ The candidate should retain his/her Application Number carefully for the generation of call letters and for any other information regarding Document Verification/Interview etc.

⇨ Fee once paid will not be refunded under any circumstances.

⇨ Fees paid by modes other than Bill Desk Payment Gateway as indicated above will not be accepted and the applications of such candidates will be rejected forthright and the payment made shall stand forfeited.

NOTE: Once the payment has been made; you will not be allowed to change/modify any information.

- **Action 4: Print Application**

⇨ The candidates **who are exempted from payment** of application fee should take the print out of Online Application Form having as auto generated Online Application No.

⇨ **The candidate who are not exempted from payment of fees must verify their payment status after deposition of application fees through online mode:** A candidate can go to the website: https://jobapply.in/NHSRCL2025ATM and check the payment status by clicking **Already Logged In Candidate (CLICK HERE) to Complete Process** using your Email ID, Post Applied For and Password.

a. If you find that the payment made by you is shown as received, your online application form has been submitted. This completes the process of filling in the online application form. Take the printout of the application form.

b. If you find that the payment made by you is not shown as received, kindly refer to NHSRCL on email id along with the details of the payment made through the payment gateway.

⇨ Candidates should also retain their copy of the printed application form, Payment Receipt, as they can be asked to produce it for future reference.

⇨ Candidates can take re- print of the Online application form by clicking Already Logged in Candidate (Click Here) to Complete Process.

STEP 3: Dispatch the application as guided below.

The candidate should take a printout of the Application form duly submitted online on a good quality A-4 size paper and enclose therein requisite copy of documents (self-attested) as per the checklist mentioned as below and send the same by post/hand so as to reach National High Speed Rail Corporation Limited on or before last date for receipt of hard copy of applications as indicated in the vacancy notice.

1. Matriculation Certificate indicating Date of Birth OR Birth Certificate issued by the Registrar of Births and Deaths, the Municipal Corporation, or any other authority designated under the Registration of Births and Deaths Act, 1969.
2. 10+2 OR Equivalent examination mark-sheet. In case of 10+3 Diploma, enclose all semester's mark-sheet & diploma certificate.
3. All Marksheets and certificates in support of Essential Qualification as per the advertisement.
4. All Marksheets and certificates of Additional Qualification, if any.
5. Experience certificates for previous organization and current organization clearly indicating the length and line of experience and pay scale as per the eligibility conditions.
6. Community Certificate (if applicable).
7. Proof of Payscale as applicable in the eligibility criteria.
8. Valid ID proof (PAN/Driving License/Voter id card/Aadhar).

**In cases where first name is also changed upon marriage or name is changed due to reasons other than marriage, only a duly attested copy of the Gazette Notification from respective Central/State Government shall be accepted.

Application form and duly attested copies of the above mentioned documents must be sent in a sealed envelope superscribed as 'Application for the post of **<< Name of Post >> vide Vacancy Notice no << Vacancy Notice No >> and it should be addressed to "General Manager (HR), National High Speed Rail Corporation Limited (NHSRCL), World Trade Centre, Tower D, 5th Floor, Nauroji Nagar, New Delhi-110029 "**

**Documents should be properly stapled with the application form in the same order as provided in the Checklist. Incomplete Applications shall not be processed further, and no intimation shall be sent in this regard.

- **Candidates should note that scrutiny and shortlisting of Applications would be done on the basis of documents enclosed with the prescribed application form. Candidates may be asked at any stage of recruitment to produce any additional documents which are considered necessary to establish the eligibility of the candidate w.r.t. the eligibility criteria prescribed in the advertisement. No interim correspondence by the candidates regarding availability/non - availability of documents would be entertained.**
- **On correctly following the above steps, the candidate would have completed the application process.**

NOTE: Candidates are advised to regularly check the website for updates.