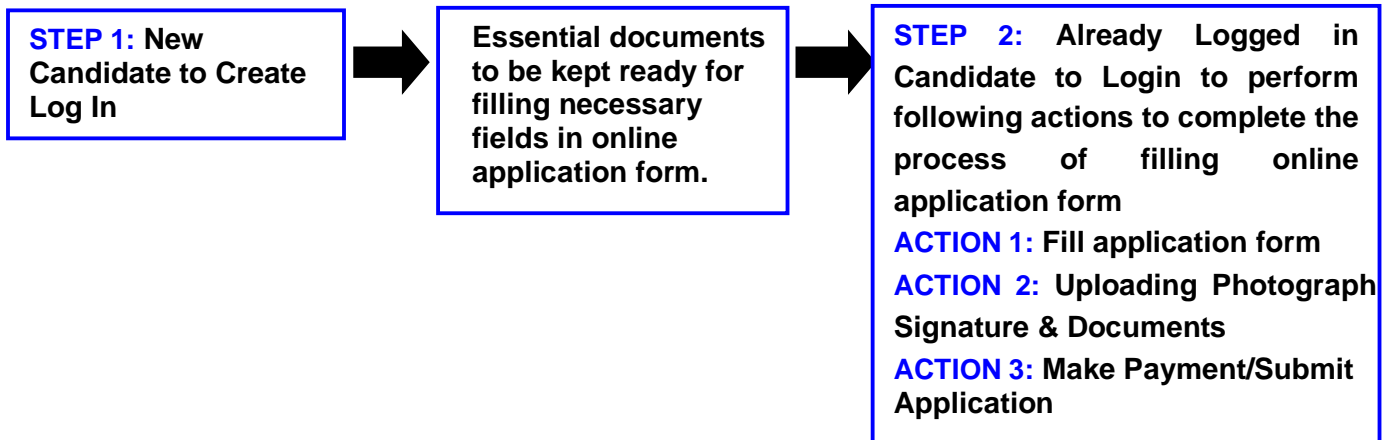


GENERAL INSTRUCTIONS: HOW TO FILL THE ONLINE APPLICATION FORM

- 1) Candidates are required to apply online through website: <https://jobapply.in/nhsrcl2026ITSafety>
- 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

- New Candidate to visit the NHSRCL website <https://jobapply.in/nhsrcl2026ITSafety> 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) 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)
 - e) Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size (20-50kb).
 - f) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (10-20kb).
 - g) Scanned copies of educational documents (in PDF format). Size: Within 500kb
 - h) Scanned copies of experience related documents (in PDF format). Size: Within 4Mb
 - i) Scanned copies of additional documents (if any) (in PDF format). Size: Within 2Mb
- *Details of documents to be uploaded in the portal is provided below.

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, Signature & documents |
| Action 3 | ⇒ | Make Payment/Submit Application |
| Action 4 | ⇒ | Print application |

- ➔ Already Logged In Candidate to visit the **website:** <https://jobapply.in/nhsrcl2026ITSafety> 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, signature and documents**
 - ⇒ **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 50 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.**
- ⇒ **Upload Documents:** The candidates are required to upload the following documents in **PDF format:**
 - a) **10th Certificate:** For ascertaining date of birth (**Size of file should not be more than 500 kb**).
 - b) **Graduation Degree Certificate:** In support of Essential experience (**Size of file should not be more than 500 kb**).
 - c) **Graduation Marksheets:** In support of Essential experience (**Size of file should not be more than 500 kb**).
 - d) **Diploma Certificate:** If applicable (**Size of file should not be more than 500 kb**).
 - e) **Diploma Marksheet:** If applicable (**Size of file should not be more than 500 kb**).
 - f) **Caste Certificate:** If applicable (**Size of file should not be more than 500 kb**).
 - g) **Additional documents (if any):** If applicable (**Size of file should not be more than 2Mb**).
 - h) **Experience certificate:** Experience certificates in support of candidature (**Size of file should not be more than 4Mb**).

► **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 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.

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/nhsrcl2026ITSafety> 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. **No hard copy of application form/documents are required to be sent to NHSRCL office.**
- ⇒ Candidates can take re- print of the Online application form by clicking Already Logged in Candidate (Click Here) to Complete Process.

IMPORTANT DATES

Online Registration at: www.nhsrcl.in	From 10.00 hrs on 10.06.2026
Last date for registration of online applications	Till 23.59 hrs on 09.07.2026
Online application fee to be paid between	From 10.06.2026 to 09.07.2026

Candidates are advised to regularly check the website for updates.