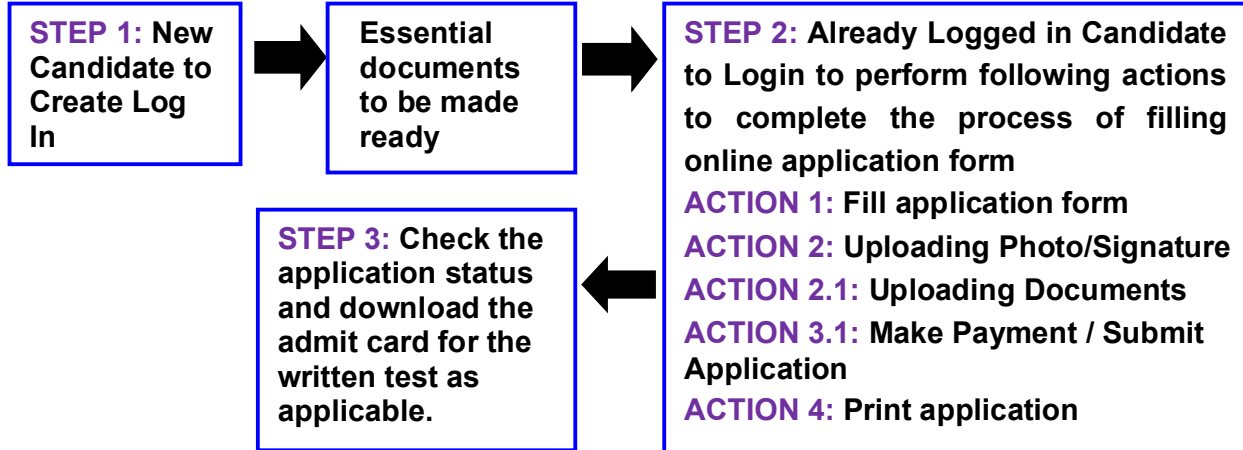


HOW TO FILL THE ONLINE APPLICATION FORM

GENERAL INSTRUCTIONS

- 1) Candidates are required to apply online through website: <https://jobapply.in/nml2024/>
- 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 NML website <https://jobapply.in/nml2024/> and click: **Fresh Candidate (CLICK HERE) to Create Log In**
- Candidate who has applied for Advt. No. NML/01/2023 must have their previous Application Number, Roll Number. Please make sure to fill in the correct Name, Date of Birth, Application No. and Roll No. to avoid any errors. All this information should be in line as per your application in the previous advt. to create a successful registration.
- You must have a **valid email ID and mobile no** for applying online. Remember the password filled in here for creating Log In for future use.
- Fill in all the personal details and press the button “Submit” to complete your registration.
- 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 will not be changed.**
- Now click: **To Complete Registration Process** to log in to your account to fill the application form. Click here to log in you must fill the following:
 - ▶ Email ID
 - ▶ Post Applied For
 - ▶ Password

Essential documents to be made ready

- Before starting to fill up the on-line application, have 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) Personal, Educational Qualification and Experience details.
- d) Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size 20-100kb.
- e) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size 10-50kb.
- f) Debit Card/ Credit Card / Internet Banking / SBI Challan details for online payment.
- g) Scanned Copies of following documents (in pdf format):
 - ❖ Documentary proof of Date of Birth (Matriculation/10th Certificate).
 - ❖ Certificate and / or mark list of the qualifying qualifications.
 - ❖ Experience Certificates / documents in support of experience, if any.
 - ❖ Service Certificate in case of Ex-servicemen.
 - ❖ Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST and OBC Non-Creamy Layer.
 - ❖ Income and asset certificate in respect of EWS in prescribed format.
 - ❖ Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.
 - ❖ PAP / Land Outsee Certificate, in the prescribed format.
 - ❖ Admit Card of the written test held on January 21, 2024, against the Advt. No. NML/01/2023, for the candidates who have applied and were found eligible in the previous recruitment drive i.e. Advt. No. NML/01/2023

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 2.1 |  | Uploading of Documents |
| Action 3 |  | Make Payment / Submit Application |
| Action 4 |  | Verify Payment Receipt Status/Print application |

- ➔ Already Logged in Candidate to visit the **NML website**-> <https://jobapply.in/nml2024/> and login by clicking **To Complete Registration Process**
- ➔ On clicking **To Complete Registration Process** 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 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 below:
- ⇒ While filling out 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, 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. The size of file should be between 20kb - 100 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 on the answer sheet at the time of the written test and at the time of Interview, the candidature will be cancelled. **The image should only be in .jpg or .jpeg format. The size of file should be less than 10kb – 50kb.**

► **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, scale, CTC, Disability (as applicable) and other documents as asked for. Scanned Copies of documents (in PDF format), as follows:

- ❖ Documentary proof of Date of Birth (Matriculation/10th Certificate).
- ❖ Certificate and / or mark list of the qualifying qualification.
- ❖ Experience Certificates / documents in support of experience.
- ❖ Service Certificate in case of Ex-servicemen.
- ❖ Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST and OBC Non-Creamy Layer.
- ❖ Income and asset certificate in respect of EWS in prescribed format.
- ❖ Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.
- ❖ PAP / Land Outsee certificate, in the prescribed format.
- ❖ Admit Card of the written test held on January 21, 2024, against the Advt. No. NML/01/2023, for the candidates who have applied and were found eligible in the previous recruitment drive i.e. Advt. No. NML/01/2023.
- ❖ NOC for Govt./PSU/Autonomous candidates, as applicable.

Click on **“Save & Proceed to Submit Application”**.

► **Action 3.1: Make Payment and / or Submit Application**

Amount of Application Fee:

S. No.	Category	Fee Amount (In INR) (Application Fees + Bank Charges)
01	SC / ST / ExSM / Female / Third Gender / PAP / Land Oustee / Candidate applied for Advt. No. NML/01/2023	NIL
02	All other categories	INR 300/- (plus applicable bank charges, if any)

1. **SC / ST / ExSM / Female / Third Gender / PAP / Land Oustee / Candidates applied for Advt. No. NML/01/2023** are exempted from making the payment.
 - ⇒ Candidate to read the undertaking and accept the same -
 - ⇒ In case you wish to edit any information pertaining to Personal Details, Qualification Details, Experience Details and Additional Details; you can do that by log in again using Email-ID, Discipline, Post Applied For, and 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.**
 - ⇒ 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.
2. **All other category candidates are required to make the payment through SBI Collect Payment Gateway only. Keep the Debit Card/Credit Card/Internet Banking details handy.**
 - ⇒ Candidate to read the undertaking and accept the same.
 - ⇒ 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, Password, Post Applied For and after editing the information, make sure to save the information

again by clicking the button “**SAVE**”.

General/OBC/EWS category candidate is required to make the payment of INR 300/- (Rupees Three Hundred only) plus bank charges (as applicable) through State Bank Collect facility of SBI as per steps given below:

- Read the undertaking and accept the same.
- Now click on “**Proceed to SBI Collect Payment**”.

A. Making Fees Payment by Clicking On “Proceed to SBI Collect Payment”.

1. Enter Payment Details
2. Fill in all the details, accept the undertaking and fill in the CAPTCHA code.
3. Click on the NEXT button. (fields with* mark is to be filled compulsorily)
4. Check the details and press the confirm button.
5. Select any one of the modes of payments, i.e. "net banking" or "card payments" or "other payment modes" as applicable and then proceed to make the fee payment. **Download the receipt after successful completion of the payment and keep the same for your records and for uploading on NML website.**
6. In case, candidate selects "SBI branch" as payment mode, he/she is required to download the pre-printed challan and deposit the fee amount (including applicable bank commission) in any of the **SBI Branches** and obtain seal and signature of the bank official on the challan (depositor copy) before leaving the bank counter and retain the same for your records and for uploading on NML website.
7. After making the payment, the candidate is required to upload the SBI Challan/e-Pay-in-Slip (E-Receipt) in jpg. Format of less than 250 KB, fill the SBI collect reference no. along with payment date on the NML website to complete the registration process to get the application number and to take the printout of the application.

(Note: SBI Collect Reference Number generated after successful completion of payment must be entered by the candidate in online application form in **SBI Collect Payment Reference No.** field).

NOTE: Fee once paid will not be refunded under any circumstances.

Fees paid by modes other than through Net Banking/Debit Card/Credit Card/SBI Challan as indicated above will not be accepted and the applications of such candidates will be rejected forthright, and the payment made shall stand forfeited.

While making the payment, please do not use back button (i.e. ←) at the browser unless specifically allowed at online SBI. In case the back button is operated, candidate must complete the payment as mentioned in "A" above.

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

► **Action 3.2: Enter Details of Payment through SBI Collect** (For All Candidates who paid fees through SBI Collect Payment Gateway)

- ⇒ Now visit the **NML Registration Portal website**. Click on Enter Details of Payment through SBI Collect.
- ⇒ Upload the soft copy of SBI Challan/SBI Collect e-Pay-in-Slip (E-Receipt) in jpeg. format of less than 250 KB.
- ⇒ Enter the SBI Collect Reference No. and Date of making the payment.
- ⇒ On submitting the above information “Application No.” will be generated along with Application Form. ***This “Application No.” issued is subject to the reconciliation of the payment made by you with the State Bank of India. Keep checking the Status of Your Application.***

Candidates should keep note of the same as this will be used for downloading admit card.

▶ **Action 4: Print Application**

- ⇒ After successfully submitting the details as mentioned above, candidate can now be able to take the printout of the application form.
- ⇒ 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 **To Complete Registration Process**

- ▶ **You are NOT required to send hardcopy of Application Form/any documents/receipt to NML.**
- ▶ **By correctly following the above steps, the candidate would have completed the application process.**

Download the Admit Card

Based on information given in the Online Application Form, Admit Cards of provisionally eligible candidates for the CBT mode of exam will be available for download from NML website as per schedule given on the website. Keep checking the website regularly for any updates.

Download Admit Card – On the due date for Admit Card, re-login to the NML website for downloading Admit Card for the CBT mode of exam, containing the details of the time schedule, venue.

Print Admit Card - Take a printout of the Admit Card. Candidates will not be allowed to appear in the CBT exam without a valid Admit Card.

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