How to apply online for contract posts in Tejaswini Project in NIOS

Visit the NIOS Recruitment portal of NIOS (https://recruitment.nios.ac.in) and read the instructions carefully about all the topics related with the recruitment process like a) Detailed Advertisement, b), How to Register your application and c) Documents required etc.

Separate application is to be submitted for each project post. Only "ONLINE" applications shall be acceptable and application in any other form shall not be acceptable. Applications once submitted will not be withdrawn in any case. Application once submitted can't be edited.

Documents Required for registration:

The candidate must be ready with the scanned copy/soft copy (jpg/jpeg files) of the given below list of documents (duly attested by the authorities as per norms wherever applicable) which will be required to be uploaded while registering online for the posts in NIOS:

o Passport size Recent (not older than 3 months from the date of applying) color Photograph.

o Educational qualifications certificates and Experience Certificates in respect of each qualification and experience claimed.

o Social Category Certificate (if the candidate belongs to SC/ST/OBC category).

o EWS Certificate (in case the candidate belongs to EWS category).

o Ex-serviceman Certificate (in case the candidate is an Ex-serviceman)

o PwD certificate/Disability Certificate (if the candidate is having disability of more than 40%)

Information about the images/documents to be uploaded:

o Only .jpg files can be uploaded as image. Size of each image .jpg image must be less than one Mega Byte (1 MB). Scanned image of the documents must be clear so that it can be read easily

o Only original documents must be scanned as images and uploaded.

Given below are the steps to be followed to register your application form online:

After reading the instructions given on the NIOS website or NIOS recruitment portal, click   on the "Apply now" button/link. The candidate can click on Cancel button if he/she want to discontinue the process.

The Application form for registration for the post is divided into different Sections namely Basic   Details, Address/other   Details, Educational   and   professional Qualification details, Qualification satisfaction, experience of Regular Employment in chronological order, additional information, declaration and documents upload section.

Fill in the basic details like Post applying for, Name of the applicant, Father's Name and Mother's Name, Date of Birth, Gender, a valid Mobile Number and a valid email address.   The

provided valid mobile number and email address will be used for authentication through One Time Password (OTP) method.

Click on Generate OTP button to get One Time Password (OTP) on the working mobile number and email address for authenticating both modes of communication. NOTE: Same email address and mobile number can be used by the candidate to register for multiple posts. The OTP will be different on the mobile and the email address. Both the OTPs are mandatory for registration. Every time the OTP will be valid for 10 minutes only. After the successful authentication of OTP, a user name and password will be created for the candidate and the user credentials (user name and password) will be sent to the authenticated email address which was mentioned in the basic details of the application form. This email will also contain the instructions for further processing. Keep the user credentials (user name and password) safe and secure.

After successful authentication of the mobile number and email address, the candidate will be allowed to fill other details like communication address, details about Social Category/caste, type of disability etc.

Data will be saved automatically on moving to the next or previous section.

The candidate will have to upload the scanned image of the required documents in the documents section only.

After filling the details and after uploading the required documents, review the entire

form including application fee details in the REVIEW SECTION. In case, the candidate wants to change any of the information filled by him/her then he/she can click on the EDIT button/pencil icon of the section. After changing the information, the candidate must click on NEXT button to reach the REVIEW SECTION.

After reviewing the filled in details, Final Submit the application.

After successful submission, the candidate will receive the Application Reference Number which can be used for communicating with NIOS in future communications.

NIOS management will verify the documents and the information submitted by the candidate. Appropriate communication might be sent to the candidate through email and SMS by NIOS management during the recruitment process.

The candidate must furnish correct and authentic information and should upload valid, authentic and relevant photo/documents in the respective sections in the application form. Furnishing incomplete/wrong information or uploading irrelevant photo/documents will make NIOS liable to cancel the registration at any point of time.

For queries regarding online registration, the candidate can send an e-mail to recruitmentcell@nios.ac.in and sap@nios.ac.in