

## HOW TO APPLY

Candidate shall be ready (before applying for any post) with clearly scanned images of his/her recent passport size photograph and other documents as specified in the instructions for applicants. Kindly note that only "ONLINE" applications shall be acceptable and application in any other form shall not be acceptable. While applying, the E-mail ID (Valid for at least 12 months) AND one alternate E-mail ID are mandatory fields, without which the application will not be registered.

STEP 1: visit the website [www.nios.ac.in](http://www.nios.ac.in) and click on "Vacancy" in the left panel and then follow the on-screen instructions. Alternatively, you can also visit the portal [recruitment.nios.ac.in](http://recruitment.nios.ac.in)

STEP 2: Read the vacancy details, instructions, how to apply and other details carefully and ensure that you meet the eligibility criteria of the post you are applying for.

STEP 3: Click on the "Apply Now", to start the online registration for submission of your application for the selected post.

STEP 4: In the Basic Details section, select the "Post" and specify the candidate's full name, father name, mother name, date of birth, gender, mobile number and email address. Kindly note that the mobile number and email address will be used for sending One Time Password (OTP). After authentication of the OTP, the given mobile number and email address will be treated as registered mobile number and email address for the candidate for the selected post. Fill up the online application form with your details. Follow the on-screen instructions during the online registration of application form. Click on "Generate OTP" button and then fill the OTP in the visible OTP box.

STEP 5: After successful authentication of OTP, fill the other details in the registration form like Educational Qualifications, Details of experience of Regular Employment etc. and then upload the required documents. The credentials (username and password) will be sent to the registered email address. Using these credentials, you can login into your account to edit the application details. Note that you can edit the application until you pay the application fee. After the application fee is paid, you cannot edit the details in the application.

STEP 6: After reviewing the application form, pay the required application fee as prescribed in the instructions. A unique registration no. shall appear on the screen after final submission of the application.

**How to apply for multiple posts:**

After completing the online registration and after paying the required application fee (if applicable) for the desired post, you can login to your dashboard and click on the Apply for another post button/link. Follow the screen instructions to complete the online registration for the second post. You will be directed to pay the required application fee (if applicable).

NOTE: Separate application number will be generated for each post after making the payment of required application fee (including online processing fee).

***For any technical query about online registration, drop a mail to [recruitment2020@nios.ac.in](mailto:recruitment2020@nios.ac.in)***