

ONLINE APPLICATION PROCEDURE

1. Applicants can apply ONLINE only. The procedure to be followed for filling up the application is given below: -
2. Visit Websites: <https://recruitment.nta.nic.in> and/or <https://crenit.samarth.ac.in> and/or <http://www.nitr.ac.in/> for applying Online (Applications received through any other mode would not be accepted and summarily rejected).
3. Carefully go through this Vacancy Notification Circular to see whether you are eligible for the post for which you intend to apply.
4. Keep the relevant information / documents ready before filling up the Online Application Form.
5. Follow the steps given below:
 - i. **Step-1:** Apply for Online Registration using own Email Id and Mobile No
 - ii. **Step-2:** Fill in the Online Application Form and note down the system generated Application Number.
 - iii. **Step-3:** Upload scanned images of: (i) the recent photograph (file size 10Kb – 200Kb) should be either in colour or black & white with 80% face (without mask) visible including ears against white background in jpg format; (ii) candidate's signature (file size: 4kb - 30kb) in jpg/jpeg format; (iii) Class X Certificate for date of birth proof (file size: 50kb to 300kb); (iv) Certificate in support of essential qualification(s) (file size : 50kb to 300 kb); (v) experience certificate(s) (file size : 50 kb to 300 kb) (vi) Category / Sub-Category Certificate (SC/ST/OBC/EWS/PwD /Ex-Serviceman) wherever applicable (file size: 50kb to 300KB) ; in PDF.
 - iv. **Step-4:** Pay Fee using the Payment Gateway through Debit Card/Credit Card/Net Banking/UPI and keep proof of fee paid safely for future reference.
6. In case the Confirmation Page is not generated after payment of prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator for ensuring the successful payment.
7. In spite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline No. at 011- 40759000/011 -69227700 or write to NTA at crenit@nta.ac.in If the payment issue is still not resolved, the candidate may pay second time.
8. However, any duplicate payment received from the candidate by NTA in the course of said transactions will be refunded through the same payment mode through which the duplicate payment is received, after fee reconciliation by NTA.
9. Download and print a copy of Confirmation Page of the Application Form for future reference.
10. All the 4 Steps can be done together or at separate timings. The submission of Application of a candidate could be considered as successful only when Confirmation Page is generated by you.
11. (Note:- The applicant is required to keep a copy of Confirmation Page of the Application in safe custody for producing / submitting the same to the Recruiting Institution later along with a copy of the Admit Card as well as the supporting documents in respect of entries made by him/her with regard to his / her date of birth / educational qualification / SC/ST/OBC/EWS certificate (if applicable) /experience certificate/ NOC from the employer

(wherever applicable), etc. The applicant must ensure that the supporting documents uploaded with the online application are clearly legible and visible for reading.)

12. The Applicants are advised to fill the ONLINE application form carefully in accordance with the eligibility criteria and experience mentioned above. It may be noted that the entire selection process shall be carried out on the basis of the entries made by the applicant in his / her application form and no request shall be entertained under any circumstances for any alteration / modification / change in the entries made by the applicant in the application form.

Note:

- i. The candidates are advised to submit the Online Recruitment Application well in advance without waiting for the closing date.
- ii. Crucial date for determination of eligibility shall be the last date prescribed for the receipt of ONLINE applications.
- iii. Candidates must ensure that their email address and mobile number to be registered in their online Application Form are their own, as relevant/important information/communication will be sent through e-mail on the registered e-mail address and / or through SMS on registered mobile number only. NTA/Recruiting Institution shall not be responsible for any non-communication / mis-communication with a candidate in the email address or mobile number given by him/her other than his/her own.
- iv. NTA/Recruiting Institution does not edit /modify/alter any information entered by the candidates after completion of application process under any circumstances. Any request for change in information thereafter will not be entertained. Therefore, candidates are advised to exercise utmost caution before filling up correct details in the Application Form.
- v. NTA/Recruiting Institution disclaims any liability that may arise to a candidate(s) due to incorrect information provided by him/her in his/her online Application Form.
- vi. Canvassing or bringing influence in any form will disqualify the candidature.
- vii. Corrigendum or Addendum or cancellation to this advertisement, if any, shall be published only on the websites of NTA and//Recruiting Institution Therefore, the Applicants are advised to check the websites regularly.
- viii. Candidates shall appear at their own cost at the Examination Centre on the date, shift and time indicated on their Admit Cards issued by the NTA online through its Website in due course.
- ix. The final submission of Online Application Form will remain incomplete if Step-3 is not complete. Such forms will stand rejected and no correspondence on this account will be entertained.
- x. The entire application process for this recruitment is online, including uploading of scanned images, printing of Confirmation Page and Admit Card, etc. Therefore, candidates are not required to send/submit any document(s) including Confirmation Page to NTA through Post/ Fax/WhatsApp/Email/by Hand.
- xi. Usage of Data and Information: NTA/Recruiting Institution shall use the data provided by the Candidate for the purpose of this Recruitment.