

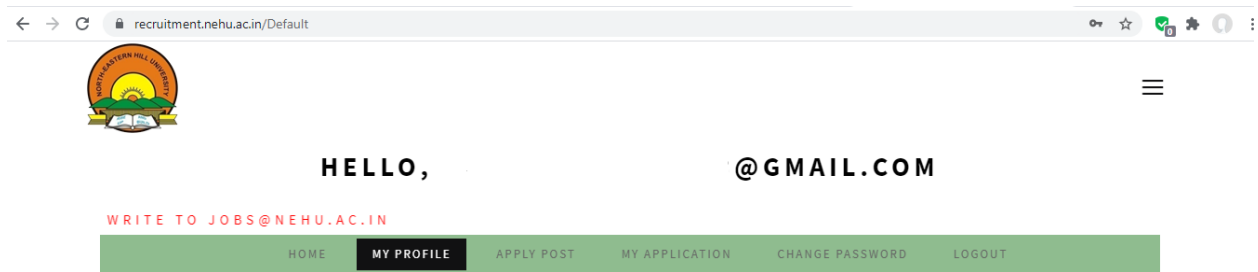
FAQ

Q. 1 How to Register?

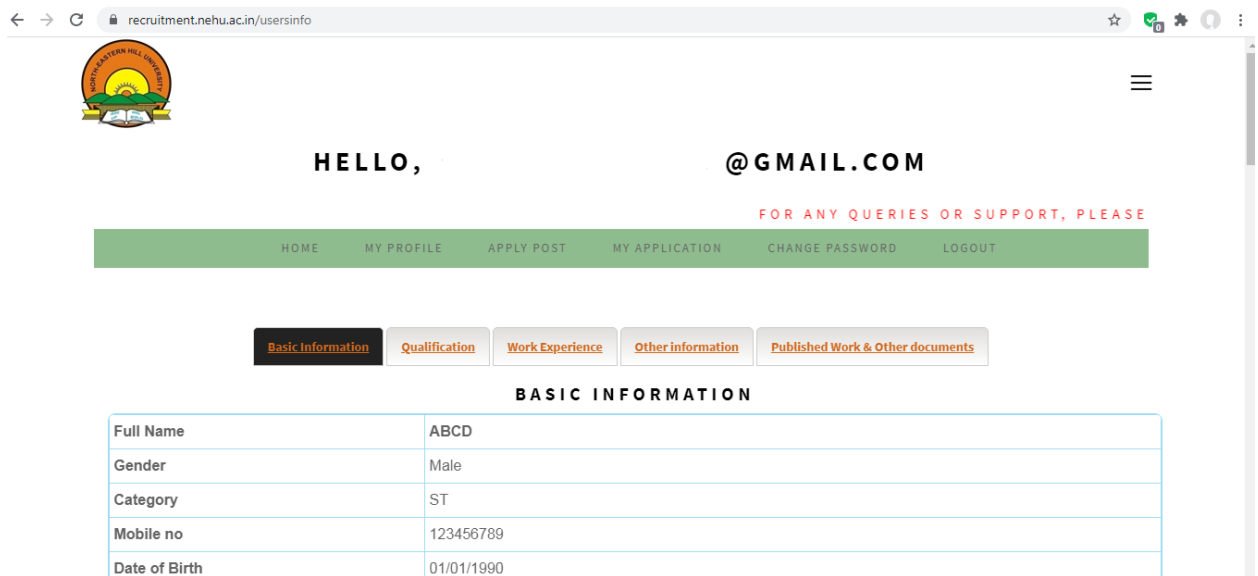
Answer: Enter your genuine email id, once registered you will receive an email for verification. You need to click the verification link sent on your email to complete your registration.

Q. 2 How to start filling up my profile?

Answer. Login to the portal. Go to my profile then fill the basic information followed by qualification, work experience, other information and published work & other documents (If any).



Click Basic information and fill the details below



Followed by:

Click Qualification then click add new qualification and fill the required details **(MANDATORY)**

Click Work Experience then click add new work experience and fill the details below **(MANDATORY)**

Click Other Information and fill the details below **(MANDATORY)**

Click on Published Work & Other Documents (if any)

Q. 3 How to apply for the advertisement post?

Answer. After filling up my profile, go to apply post and select the post you wish to apply.

HELLO, @GMAIL.COM

FOR ANY QUERIES

HOME MY PROFILE **APPLY POST** MY APPLICATION CHANGE PASSWORD LOGOUT

IMPORTANT INSTRUCTIONS

Filling up the Online Application Form.

1. Before applying, applicants will have to go to "My Profile" page and filled up all the required information.
2. Scan all your documents in images .jpg/.jpeg/.png format and the size of each document must not exceed 100 KB.
3. Please furnish all the required details along with the required documents to upload.
4. Once applied and submitted, any edit in your profile, will not reflect in the currently post applied.

LIST OF ADVERTISEMENTS CURRENTLY AVAILABLE

SI No	Post Name	For Department	Advertisement No	Descriptions	Advertisement Date	Last Date	
1	Assistant	NEHU	F.5-32/Estt-I/Apptt/2014(Vol- II)-800				
2	Section Officer	NEHU	F.5-32/Estt-I/Apptt/2014(Vol- II)-800	sdf dsfsfad sa sdf dsfsd fsdf sdaf dsfsd fsdf dsfsdf sdf sd fsdfsdf f dsf dsfsdfsds fsd fds fsdf sd fsd			

https://recruitment.nehu.ac.in/applypost

Q. 4 How to make payment?

Answer. After clicking on Apply the post, the next page will allow you to enter the SBI collect reference no and date. You are required to make the payment first before you click on Apply. Except for women and PWD candidate, you can leave all the fields blank and submit.

Q. 5 How to check the post applied?

Answer. After post is applied, you can go to my application, and download the application form.

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FOR ANY QUERIES OR SUPPORT, PLEASE WRITE TO J

HOME MY PROFILE APPLY POST **MY APPLICATION** CHANGE PASSWORD LOGOUT

MY APPLICATIONS

SI No	Application No	Post Name	For Department	Advertisement No	Advertisement Date	Applied On	
1		Assistant	NEHU	F.5-32/Estt-I/Apptt/2014(Vol- II)-800			View Form
2		Section Officer	NEHU	F.5-32/Estt-I/Apptt/2014(Vol- II)-800			View Form

Q. 6 Do I need to send a hard copy?

Answer. As of now, hard copies are not required to send.

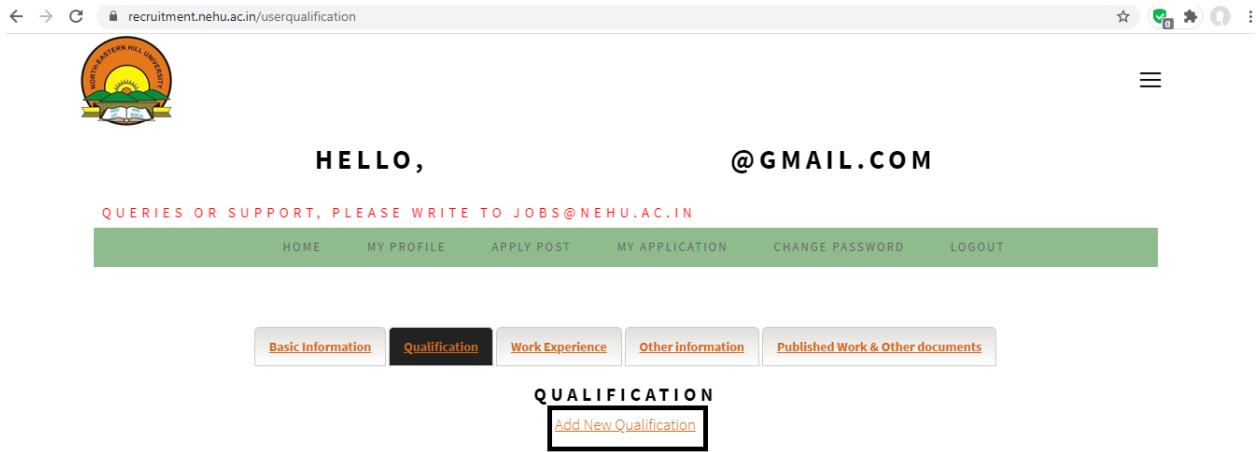
Q. 7 How to compress the image size to 100kb?

Answer. If the size of the image is more than 100kb, edit the image on MS Paint by clicking on Home-resize and resize till you get the required size. **Make sure the image quality should not be compromised.**

Q. 8 How to add qualification, experience and other documents?

Answer. After you login, go to qualification, click on add new qualification then click on get qualification select the category of your courses and click on confirm selection.

Click on Qualification and then click on Add new qualification



Click on Get Qualification

ADD/EDIT QUALIFICATION

Examination Passed	<input type="text"/>
Division/Class	First <input type="text"/>
Percentage/CGPA	<input type="text"/>
Subjects/Honours	<input type="text"/>
Year of Passing	<input type="text"/>
Board/University	<input type="text"/>
Distinction if any	<input type="text"/>
Upload Document	<input type="button" value="Choose file"/> No file chosen
	<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>

Select the category of your course

The screenshot shows a web browser window with the URL `recruitment.nehu.ac.in/qualist`. The page title is "ADD/EDIT QUALIFICATION". On the left, there is a panel titled "Please properly select your qualification" with a "Select Category:" dropdown menu. The dropdown is open, showing a list of options: BA, BSc, BCom, MA, MSc, MCom, MTech, Phd, Professional, Diploma, Class X, Class XII, and Below Class X. The "Class X" option is highlighted. On the right, the main form area contains several input fields for qualification details, a file upload area with the text "No file chosen", and two red buttons labeled "SAVE" and "CANCEL".

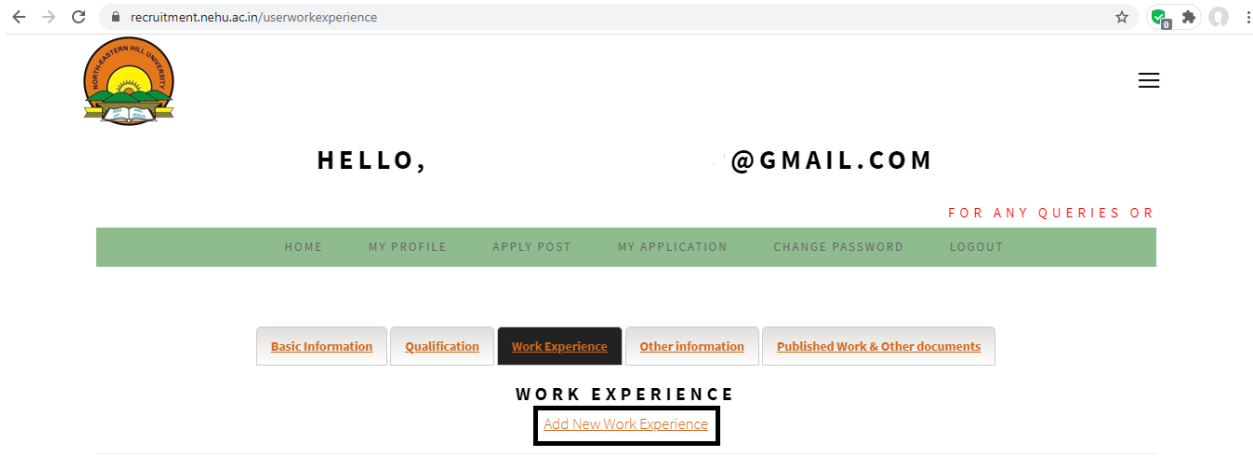
After selecting your course category, click on confirm selection

The screenshot shows the same web browser window. The "Select Category:" dropdown menu now displays "Class X". Below the dropdown, a red message reads "PLEASE CONFIRM YOUR SELECTION BELOW". Underneath this message, the following information is displayed: "Program Type: Class X", "Program Category: Class X", and "Program Name: Class X". A button labeled "CONFIRM SELECTION" is visible. The rest of the form, including the input fields, file upload area, and "SAVE" and "CANCEL" buttons, remains the same as in the previous screenshot.

To add Work Experience:

After filling up the basic information and qualification, click on work experience, click on add new work experience and fill up the required details mentioned below.

Click on Add New Work Experience



recruitment.nehu.ac.in/userworkexperience

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FOR ANY QUERIES OR

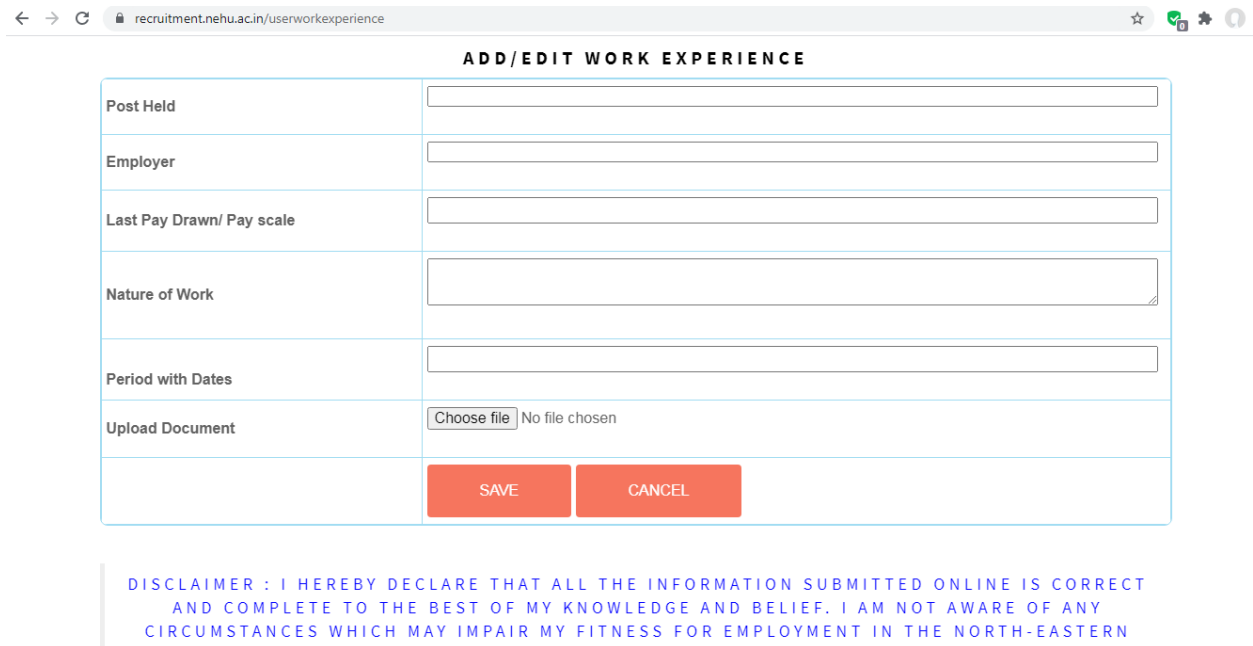
HOME MY PROFILE APPLY POST MY APPLICATION CHANGE PASSWORD LOGOUT

Basic Information Qualification **Work Experience** Other information Published Work & Other documents

WORK EXPERIENCE

Add New Work Experience

Fill the required details



recruitment.nehu.ac.in/userworkexperience

ADD/EDIT WORK EXPERIENCE

Post Held	<input type="text"/>
Employer	<input type="text"/>
Last Pay Drawn/ Pay scale	<input type="text"/>
Nature of Work	<input type="text"/>
Period with Dates	<input type="text"/>
Upload Document	<input type="button" value="Choose file"/> No file chosen
	<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>

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To add other documents:

After filling up the basic information, qualification and work experience, click on published work & other document and fill the required details mentioned below.

Click on Add New Published Work & Other Documents

recruitment.nehu.ac.in/userotherworks

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FOR ANY QUERIES OR SUPPORT, PLEASE WRITE TO JOBS@NEHU.AC.IN

HOME MY PROFILE APPLY POST MY APPLICATION CHANGE PASSWORD LOGOUT

Basic Information Qualification Work Experience Other information **Published Work & Other documents**

PUBLISHED WORK & OTHER DOCUMENTS

[Add New Published Work & Other documents](#)

No Work Experience added

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Fill the required details

recruitment.nehu.ac.in/userotherworks

Basic Information Qualification Work Experience Other information **Published Work & Other documents**

PUBLISHED WORK & OTHER DOCUMENTS

[Add New Published Work & Other documents](#)

No Work Experience added

ADD/EDIT OTHER DOCUMENTS

Published Works / Others	<input type="text"/>
Upload Document	<input type="button" value="Choose file"/> No file chosen
	<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>

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Q. 9 Can I add/modify my profile details after submission?

Answer. No. Once submitted, any modification in the profile will not reflect in the application.

However you can send a request to cancel the application. But such cancellation request can be done only before the last date of application.