

FAQ

Q1. How to Register?

Answer: Go to the <https://recruitment.nehu.ac.in> click on Non-teaching recruitment, after which you can click on Sign up. After signing up, you will receive an email for verification. You need to click the verification link sent on your email to complete your registration.

The image shows two parts of the recruitment portal interface. On the left is the 'Sign In' form, and on the right is a 'Welcome' message.

Sign In Form:

- Header: Recruitment Portal (North Eastern Hill University logo and name in Hindi and English).
- Section: Sign In
- Text: Enter your email address and password to access account.
- Fields: Username (Registered Email), Password, Verify Code (yotima).
- Checkbox: Remember Me
- Button: Login
- Text: Don't have an account? Sign Up

Welcome Message:

- Header: Welcome to the Recruitment Portal of North-Eastern Hill University (North-Eastern Hill University logo and name in Hindi and English).
- Note: In case of any persistent issue, the applicants can mail their problem at the email Id- .

Q2. How to start filling up?

Answer. Log in to the portal. Fill all the mandatory fields and click on Check Vacancy and click Apply. Please refer to the advertisement details for more information on post available.

The image shows the 'Post Department Selection' form on the recruitment portal.

Post Department Selection Form:

- Header: North Eastern Hill University logo and name in Hindi and English. Important Information link.
- Section: Post Department Selection
- Fields: Post (Select Post), Organizational Unit (please first select post), Advertisement No (Select), Category (Select), Pwd (Select).
- Checkbox: I have read the advertisement and I fulfil the essential qualification prescribed for the post.
- Button: Check Vacancy
- Footer: © Samarth 0.1 Powered By IIC,UDSC 2022

- After clicking on Apply, click on Personal Details and fill the mandatory fields.

1. Personal details Change Category

Salutation First Name Middle Name Last Name Gender

Nationality Date of Birth Marital Status PAN/Passport/DL/Aadhaar

Father's Name Mother's Name Country Code Mobile No.

Country Code Area/STD Code Landline Phone No. Religion

Ex Serviceman Employee of this University/Institution Govt Employee

Address for Correspondence Permanent Address Same as correspondence address

Address Line 1 Address Line 1

Address Line 2 Address Line 2

Country State/UT Country State/UT

City Pin City Pin

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- After filling up the Personal Details, go to Next Section i.e. Education and fill your schooling details followed by Graduation, Post graduation, MPhil, Ph.D and Other Qualifications, if any.

2.1 Schooling Details Edit

Examination	Year of Passing	Main Subject	Grade/Marks	Percentage/Grade	School/College	Board/University
10th/SSC/Matric	Se <input type="text"/>	<input type="text"/>	Perc <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12th/Diploma/Under-Graduate	Se <input type="text"/>	<input type="text"/>	Perc <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


 पूर्वीय पर्वतीय
 विश्वविद्यालय
 North Eastern Hill
 University

NAVIGATION

- Home
- Personal Details
- Education**
- Experience
- Research
- Miscellaneous
- NOC & Declaration
- Uploads
- Preview
- Submission

2.2 Graduation Details

Add

#	Degree Name	Main Subject	Grade/Marks	Percentage/Grade	Year	University/Institution	State/Union Territory	Country	Action

2.3 Post-Graduation Details

Add

#	Degree Name	Main Subject	Grade/Marks	Percentage/Grade	Year	University/Institution	State/Union Territory	Country	Action

2.4 M.Phil. Details

Note: Please enter percentage or grade as stated in your transcript.

#	Degree Name	Main Subject	Grade/Marks	Percentage/Grade	Year	University/Institution	State	Country	Action


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2.5 Ph.D. Details

#	Status	Date	Thesis Title	University/Institution	Action
1	<input type="text" value=""/>	<input type="text" value="Date"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Save & Add"/>

2.6 Other Qualifications, if any

*You can add Diploma/ Certification and other Degree detail here.

Add

#	Title	Date	Description	University/Institution	Action

Next Section

- After filling up the Qualification Details, you can proceed to the Next Section i.e. Experience.



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3.1 Relevant Work Experience

[Add](#)

#	Type	Name of Organization/Institution	Designation	Pay Band and Grade Pay(6th CPC)/Equivalent	Pay Level(as per 7th CPC)/Equivalent	Type of employment	From	To	Experience	Action

3.2 Present Employment Details

Name of the Post

Type of appointment

Date of Appointment

Employer's Name

Pay Band and Grade Pay(6th CPC)/Equivalent

Pay Level/Equivalent

Gross Emoluments

Age of retirement in the Present Post

Date of retirement in the Present Post

Whether you are receiving any pension

[Save](#)

[Next Section](#)

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- After filling up the Experience Section, you can proceed to the Next Section i.e. Research.

4.1 Research Papers / Review Articles / Conference Proceedings (In Related Areas Only) ,if any Add

#	Publication Type	Title of the Paper	Journal Name/Page Numbers	ISSN/ ISBN No.	Refereed	Author	Year	Action

4.2 Research Publications - Books, Chapters, Edited work, Articles etc. (In Related Areas Only) , if any Add

#	Publication Type	Title	ISSN/ ISBN No.	Refereed	Author/Co-Author	Publisher (city/country)	Year	Action

4.3 Research Projects, if any Add

#	Title	Major/Minor	Period (Months)	Total Grant/Funding received(Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project	Action

- After filling up the Research Section, you can fill up the Miscellaneous Section and all the mandatory fields.

5.1 Miscellaneous Information

Time required for joining (in days) ? *

Do you have Computer Proficiency Certificate? *

Kindly describe your contribution to institutions where you have worked (in about 500 words)

File Edit View Format

Formats **B** *I* [List icons]

Words: 0

What makes you suitable for the post you have applied? (500 words max.)

- After the Miscellaneous Section, you can proceed to NOC & Declaration and Save it.

6. No Objection Certificate

Please select the check box if NOC is not available (Advance Copy)

NOC Issuing Authority

Place

Designation

Date of Issuance

Address

Have you applied against same position earlier in this University?

Declaration

I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information/statement/document is found to be incorrect/false, my candidature/appointment is liable to be cancelled and that I stand to be subjected to legal/disciplinary proceedings.

- After the NOC & Declaration, you can go to the Next Section i.e. Uploading Section, When you upload your photo, signature and your documents make sure that the size should match the given criteria.

Note : Relevant document supporting all section are compulsory

7.1 Personal Information Upload

Photo (Passport Size Only) (Only jpg/jpeg/png files of minimum size 10 KB, maximum size 100 KB each are accepted)

Signature (Only jpg/jpeg/png files of minimum size 10 KB,maximum size 100 KB each are accepted)

Xth Certificate (indicating DOB) (Only jpg/jpeg/png/pdf files of minimum size of 100 KB and maximum size 500 KB each are accepted)

PAN/Passport/DL/Aadhaar (ID Proof) (Only jpg/jpeg/png/pdf files of minimum size of 100 KB and maximum size 500 KB each are accepted)

No Objection Certificate (Only jpg/jpeg/png/pdf files of minimum size of 100 KB and maximum size 500 KB each are accepted)

Additional Uploads (Only jpg/jpeg/png/pdf files of maximum size 500 KB each are accepted)

Not Applicable

North Eastern Hill University

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- Preview

Not Applicable

7.2 Academic Upload (Only .jpg/.jpeg/.png/pdf files of maximum size 500 KB each are accepted)

Schooling Upload: Not Applicable
Graduation Upload: Not Applicable
Post Graduation Upload: Not Applicable
Other Education Upload: Not Applicable

7.3 Upload experience certificate/appointment order with the pay scale (Only .jpg/.jpeg/.png/pdf files of maximum size 500 KB each are accepted)

Not Applicable

Next Section

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- *After all the uploading portion is done, you can check all your filled up details by clicking on Preview and click on the Declaration and go the Next section. On this section you can select the category you wish to apply for and click on Proceed for Submission.*

North Eastern Hill University

Important Information

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- Submission**

Select category to apply

Unreserved (UR)

Proceed for Submission

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Q3. How to exempt the post applied earlier?

Answer. If you have applied earlier for the same post, then you can go to the NOC & Declaration Section and click yes on the given option as showed below. And you can fill your previous Transaction id/no paid earlier. Make sure you enter the correct Transaction Id and a copy of the receipt is mandatory for submission during interview.

North Eastern Hill University

NAVIGATION

- Home
- Personal Details
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Have you applied against same position earlier in this University?

Yes

Previous Transaction Id

Declaration

I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information/statement/document is found to be incorrect/false, my candidature/appointment is liable to be cancelled and that I stand to be subjected to legal/disciplinary proceedings.

Save Cancel

Q4. How to check for the post applied?

Answer. After post is applied, you can go to the dashboard or click on Nehu logo at the top of the portal and download the application form.

Post Department Selection

Post * Organizational Unit * Advertisement No *

Select Post please first select post Select

Category * Pwd *

Select Select

I have read the advertisement and I fulfil the essential qualification prescribed for the post *

Check Vacancy

S.No.	Post	Action	Application Status	Screening Status	Screening Comments
1		Download/Print Form	Submitted	Awaiting Screening	

Q5. How to make payment?

Answer. After clicking on submission, click on Proceed to Payment Gateway, the next page will allow you to enter your bank details. You can make payment using your debit/credit card or Internet banking.

Department

Advertisement No.

Email Address:

Reference Number:

Category:

Applied for:

Payment of:

No change/modification will be allowed in the application form, once payment is done!

Proceed to Payment Gateway Dashboard

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English

NORTH EASTERN HILL UNIVERSITY

Payment Information

Credit Card > Card Number

Debit Cards

Net Banking

Expiry Date

Month Year

CVV

576

I agree with the [Privacy Policy](#) by proceeding with this payment.

INR (Total Amount Payable)

Make Payment Cancel

ORDER DETAILS

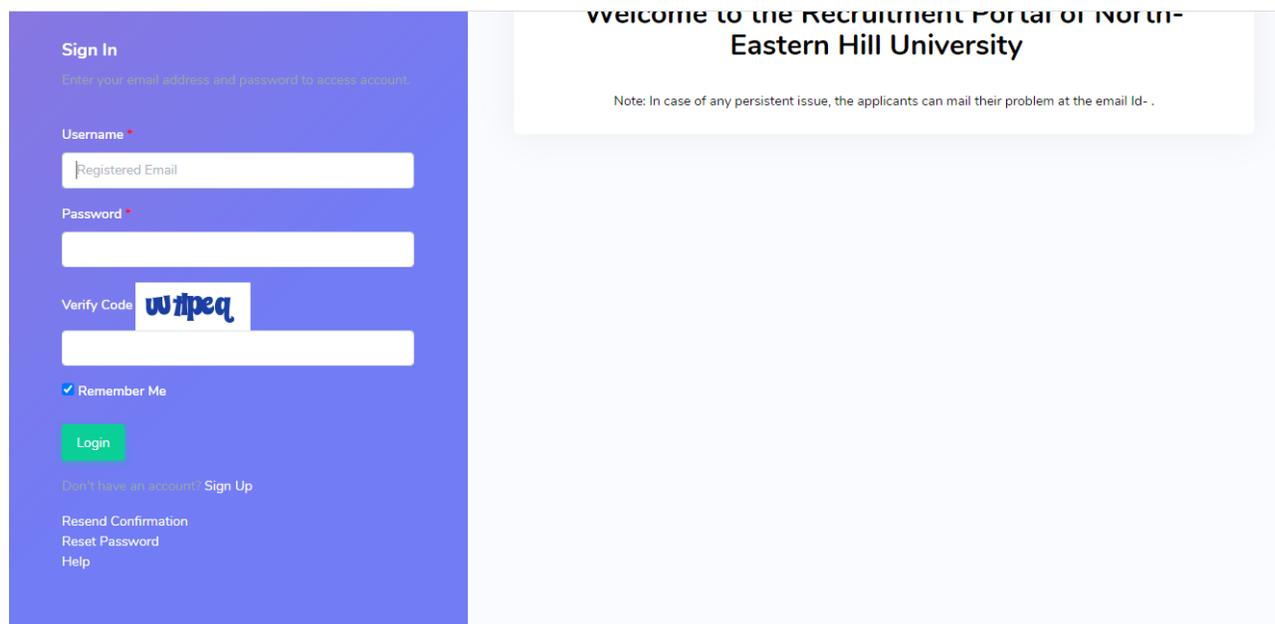
Order #:

Order Amount

Total Amount INR

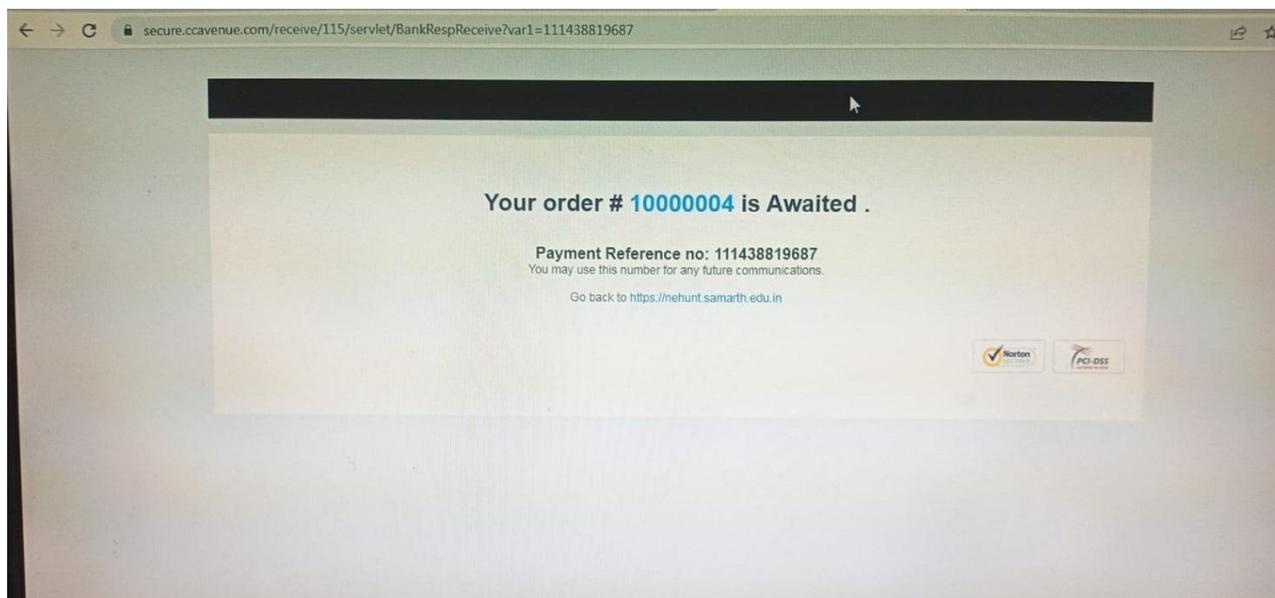
Q6. How to reset/change password?

Answer. You can also reset/ change the password by clicking reset password on the login page.



Q7. If payment fail, without debited from my account, what should I do?

Answer. If your payment is incomplete/ fail, and if the money has not been debited from your A/c wait for at least 1 hour and make the payment again.



Q8. If payment is made, amount has been debited but the form is not showing submitted

Answer. If your money has been debited from your A/c, you login again to the portal and go to preview section and click on the declaration, after that you can select the category you wish to apply for and proceed for submission. Then click on make payment gateway again. If successful, it will take you to the dashboard directly where you can download the application. If not, then please write to us at jobs@nehu.ac.in

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/ Organization has no objection to the candidature of the applicant being considered for the post applied for.

NOC Issuing Authority	Designation	Place
Date of Issuance	Address	

Have you applied against same position earlier in this University? No

Transaction No

Declaration

I declare that the statements made in this Application Form are correct and true and also complete to the best of my knowledge and belief. I am aware that if at any stage it is found that the statements made are not true or are incomplete/misleading, my candidature is liable to be cancelled

I agree to the above terms

[Next Section](#)

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Important Information

Select category to apply

Unreserved(UR)

[Proceed for Submission](#)

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Post Department Selection

Post * Organizational Unit * Advertisement No *

Select Post please first select post Select

Category * Pwd *

Select Select

I have read the advertisement and I fulfil the essential qualification prescribed for the post *

[Check Vacancy](#)

S.No.	Post	Action	Application Status	Screening Status	Screening Comments
1		Download/Print Form	Submitted	Awaiting Screening	

Q9. What should I do if the payment has been debited from account but still showing error/waiting?

Answer. If the payment has been debited, do not make payment again and wait for at least 1 hour for payment resolution and if however, the payment is not resolved after 1 hour, they can try make payment again and the money which has been debited earlier, it will be automatically refunded into your Bank A/c after two working days.

Q10. How to apply to different categories of post?

Answer. To apply to different categories of post, a candidate must register/use separate email for each category.