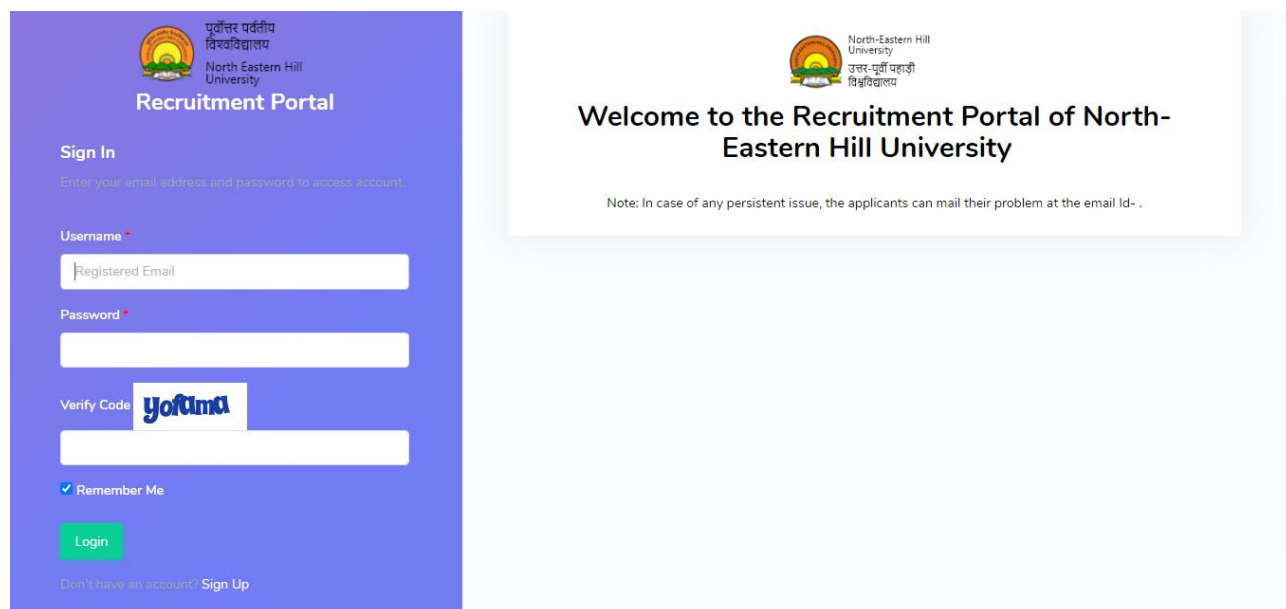


## FAQ

### Q1. How to Register?

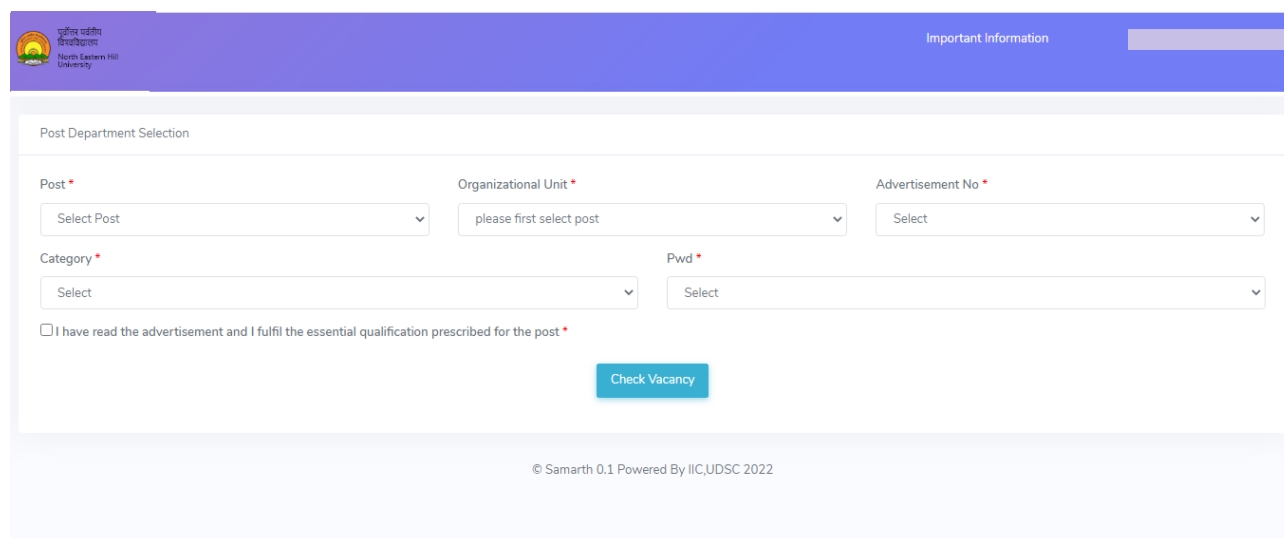
Answer: Go to the <https://recruitment.nehu.ac.in> click on Non-teaching recruitment, after which you can click on Sign up. After signing up, you will receive an email for verification. You need to click the verification link sent on your email to complete your registration.



The image shows two side-by-side screenshots of the North Eastern Hill University Recruitment Portal. The left screenshot is the 'Sign In' page, which has a blue header with the university logo and name in Hindi and English. Below the header, it says 'Recruitment Portal' and 'Sign In'. There is a text input field for 'Username' with the placeholder 'Registered Email', a password field, and a 'Verify Code' field with a CAPTCHA image showing the word 'yofuma'. There is a 'Remember Me' checkbox and a green 'Login' button. At the bottom, it says 'Don't have an account? Sign Up'. The right screenshot is a white box with the university logo and name, followed by the text 'Welcome to the Recruitment Portal of North-Eastern Hill University'. Below this, it says '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 a screenshot of the 'Post Department Selection' page on the recruitment portal. The page has a blue header with the university logo and name. Below the header, it says 'Post Department Selection'. There are four dropdown menus: 'Post' (with 'Select Post' as the selected option), 'Organizational Unit' (with 'please first select post' as the selected option), 'Advertisement No' (with 'Select' as the selected option), and 'Category' (with 'Select' as the selected option). There is also a 'Pwd' field with 'Select' as the selected option. Below these fields, there is a checkbox labeled 'I have read the advertisement and I fulfil the essential qualification prescribed for the post'. At the bottom, there is a green 'Check Vacancy' button. The footer of the page says '© Samarth 0.1 Powered By IIC,UDSC 2022'.

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



North Eastern Hill University

Important Information

NAVIGATION

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

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

Address Line 1

Address Line 2

Country  State/UT

City  Pin

Save

Permanent Address ☐ Same as correspondence address

Address Line 1

Address Line 2


Country  State/UT

City  Pin

Cancel

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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.



North Eastern Hill University

Important Information

NAVIGATION

- Home
- Personal Details
- Education**
- Experience
- Research
- Miscellaneous

2.1 Schooling Details


Edit

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

Save & Add



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



North Eastern Hill University

NAVIGATION

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

### 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

Select

Date of Appointment

Select Date

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

Select Date

Whether you are receiving any pension


Select

Save

Next Section

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



**North Eastern Hill University**  
 North Eastern Hill University

NAVIGATION

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

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.



**North Eastern Hill University**  
 North Eastern Hill University

NAVIGATION

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

5.1 Miscellaneous Information

Time required for joining (in days) ? \*

Do you have Computer Proficiency Certificate? \*

Select

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

File Edit View Format

Formats
 **B**
*I*

p Words: 0

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

The image shows a vertical navigation menu on a purple background. At the top is the NEHU logo, which includes a sun, a tree, and a book, with the text 'पूर्वीय पर्वतीय विश्वविद्यालय' and 'North Eastern Hill University' below it. The menu items are: 'Home' with a house icon, 'Personal Details' with a person icon and a green status dot, 'Education' with a graduation cap icon and a yellow status dot, 'Experience' with a briefcase icon and a yellow status dot, 'Research' with a triangle icon and a yellow status dot, 'Miscellaneous' with a circular arrow icon and a yellow status dot, 'NOC & Declaration' with a checkmark icon and a yellow status dot, 'Uploads' with an upload icon and a grey status dot, 'Preview' with a document icon and a grey status dot, and 'Submission' with a document icon and a grey status dot.


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

Honours and awards (if any)

## Disclosure

Two Referees familiar with your profile and professional contribution

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



**North Eastern Hill University**  
 NAVIGATION

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

### 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.



**North Eastern Hill University**  
 NAVIGATION

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


### 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)	Select file
Signature (Only jpg/jpeg/png files of minimum size 10 KB,maximum size 100 KB each are accepted)	Select file
X <sup>th</sup> Certificate (indicating DOB) (Only jpg/jpeg/png/pdf files of minimum size of 100 KB and maximum size 500 KB each are accepted)	Select file
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)	Select file
No Objection Certificate (Only jpg/jpeg/png/pdf files of minimum size of 100 KB and maximum size 500 KB each are accepted)	Select file

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

Not Applicable



नॉर्थ ईस्टर्न हिल  
 विश्वविद्यालय  
 North Eastern Hill  
 University

NAVIGATION

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



नॉर्थ ईस्टर्न हिल  
 विश्वविद्यालय  
 North Eastern Hill  
 University

NAVIGATION

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

Important Information

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.

The screenshot shows the 'NOC & Declaration' section of the North Eastern Hill University portal. On the left is a purple navigation sidebar with the university logo and menu items: Home, Personal Details, Education, Experience, Research, Miscellaneous, NOC & Declaration (highlighted), Uploads, and Preview. The main content area has a text input field at the top, followed by a dropdown menu labeled 'Have you applied against same position earlier in this University?' with 'Yes' selected. Below this is a 'Previous Transaction Id' label and an input field. A 'Declaration' section contains a paragraph of text. At the bottom right are 'Save' and 'Cancel' buttons.

### 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.

The screenshot shows the 'Post Department Selection' form and a table of application statuses. The form has dropdowns for Post, Organizational Unit, Advertisement No, Category, and Pwd, along with a checkbox for reading the advertisement and a 'Check Vacancy' button. The table below lists one application.

S.No.	Post	Action	Application Status	Screening Status	Screening Comments
1		<a href="#">Download/Print Form</a>	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.

The screenshot shows the North Eastern Hill University application form submission page. On the left is a purple navigation sidebar with the university logo and a list of menu items: Home, Personal Details, Education, Experience, Research, Miscellaneous, NOC & Declaration, Uploads, Preview, and Submission (highlighted). The main content area is white and contains several input fields: Department, Advertisement No., Email Address, Reference Number, Category, Applied for, and Payment of. Below these fields is a message: "No change/modification will be allowed in the application form, once payment is done!". At the bottom of the form are two buttons: "Proceed to Payment Gateway" (yellow) and "Dashboard" (pink). The footer of the page states "© Samarth 0.1 Powered By IIC,UDSC 2022".

The screenshot shows the North Eastern Hill University payment gateway page. The browser address bar displays "secure.ccavenue.com/transaction/transaction.do?command=initiateTransaction". The page has a black header with "NORTH EASTERN HILL UNIVERSITY" in white. Below the header is a language dropdown menu set to "English". The main content area is divided into two sections. The left section, titled "Payment Information", has a sidebar with "Credit Card", "Debit Cards", and "Net Banking" (selected). The "Credit Card" section is active, showing fields for "Card Number", "Expiry Date" (Month and Year dropdowns), and "CVV". Below these fields is a checkbox for "I agree with the Privacy Policy by proceeding with this payment." and a "Total Amount Payable" of "INR". The right section, titled "ORDER DETAILS", shows "Order #:", "Order Amount", and "Total Amount INR". At the bottom of the "Payment Information" section are two buttons: "Make Payment" (green) and "Cancel" (green).

---

### **Q6. How to reset/change password?**

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

**Sign In**  
Enter your email address and password to access account.

Username \*

Password \*

Verify Code **Wipeq**

☒ Remember Me

[Login](#)

[Don't have an account? Sign Up](#)

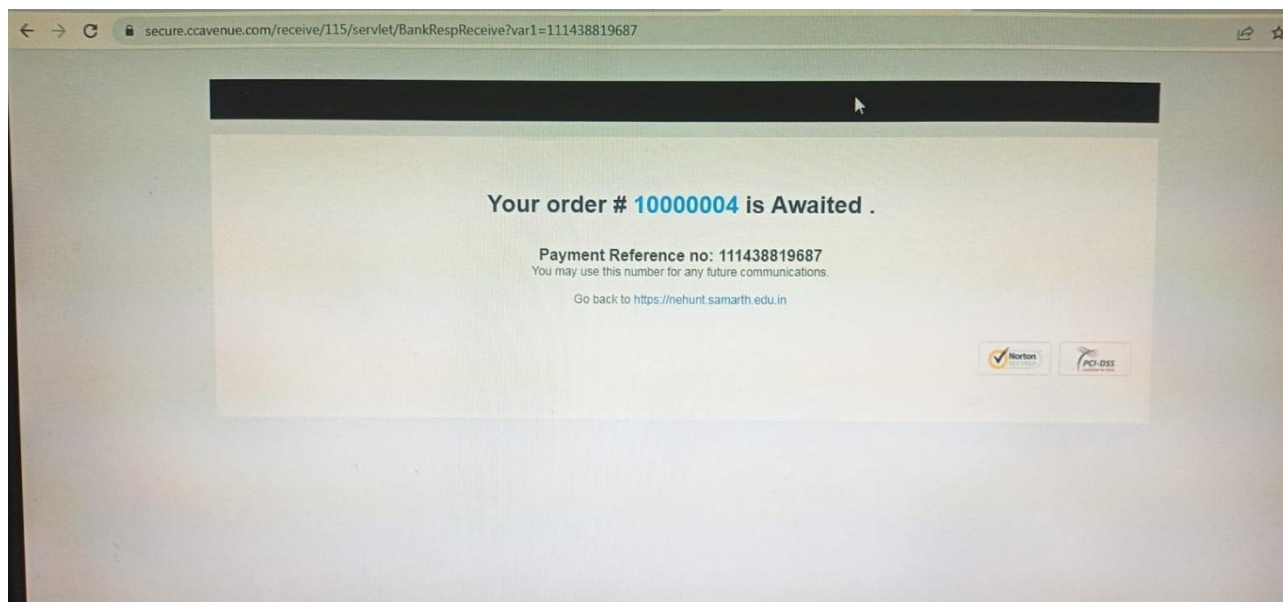
[Resend Confirmation](#)  
[Reset Password](#)  
[Help](#)

**Welcome to the Recruitment Portal of North-Eastern Hill University**

Note: In case of any persistent issue, the applicants can mail their problem at the email Id- .


### **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](mailto:jobs@nehu.ac.in)



पूर्वीय पर्वतीय  
विश्वविद्यालय  
North Eastern Hill  
University

NAVIGATION

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

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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North Eastern Hill  
University

NAVIGATION

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

Important Information

### Select category to apply

☐ Unreserved(UR)

Proceed for Submission

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Post Department Selection

Post \*

Select Post

Organizational Unit \*

please first select post

Advertisement No \*

Select

Category \*

Select

Pwd \*

Select

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

Check Vacancy

**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.*