

## FAQ

### Q1. How to Register?

Answer: Go to the website the <https://recruitment.nehu.ac.in> and click on “FOR TEACHING RECRUITMENT”. In the New Account section, fill up your details and register. After registration is done, you will receive an email for verification. You need to click the verification link sent on your email to complete your registration.


The screenshot shows the NEHU Recruitment portal interface. At the top, there is a header with the university logo, name in Hindi and English, and navigation links for 'Recruitment', 'Important Information', and 'Login'. The main content area is divided into two columns. The left column is titled 'New Account' and contains several input fields: 'Email \*' (with a sub-label 'Applicant's Email Address'), 'Confirm Email \*' (with a sub-label 'Confirm Email Address'), 'Password (Minimum 6 characters) \*' (with a sub-label 'Password (Minimum 6 characters)'), 'Confirm Password \*' (with a sub-label 'Confirm Password'), 'Mobile \*' (with a sub-label 'Applicant's Mobile No.'), and 'Verification Code (click to change) hefje'. The right column is titled 'Login' and contains: 'Registered Email-id \*' (with a sub-label 'Applicant's Registered Email-id'), 'Password \*' (with a sub-label 'Applicant's Password'), a checked 'Remember Me' checkbox, a 'Verification Code (click to change) hefje' field, a blue 'Login' button, and two links: 'Resend Confirmation Mail' and 'Reset Password'.

### Q2. How to start filling up?

Answer. Log in to the portal and click on ‘Apply Now’

The screenshot shows the NEHU Recruitment portal dashboard after a user has logged in. The header is identical to the previous screenshot. Below the header, there is a 'Notifications' section. It displays the text: 'North-Eastern Hill University', 'This is your personalized dashboard to keep a track of your application(s) process.', and 'Please read guidelines carefully before filling up the form.' Below this text is a blue button labeled 'Apply Now »'. At the bottom of the dashboard, there is a user greeting: 'Hello !'.

- After clicking on 'Apply Now', fill all the mandatory fields and click on 'Check Vacancy' and then apply.


 पूर्वीतर पर्यतीय विश्वविद्यालय  
 North Eastern Hill University

Recruitment

Important Information ▾ Login

Post and Discipline Selection

Post \*  School And Discipline \*  Advertisement No \*


This field cannot be blank This field cannot be blank

Category \*  Persons with Bench Mark Disability Category \*

[Check Vacancy](#)

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- You can fill the General/ Personal details and save it and you can proceed to the next Section.


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Recruitment

Important Information ▾ Login

[General](#) | Education | Experience | Research | Additional Info | Declaration | Uploads | Preview | Submission

1. Personal details [Change Category](#)

First Name \*  Middle Name  Last Name  Gender \*

Nationality \*  Date of Birth \*  Marital Status  Guardian's Name

Country Code  Area/STD Code  Phone No  Country Code  Mobile No \*

Employee of this Institution/University  Employee of this Govt. of India

Religion  Father's Name  Mother's Name

- *Fill the Education portion and all the mandatory fields and click on 'proceed to next section'.*

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North Eastern Hill  
University

Recruitment

Important Information ▼    Login

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General
Education
Experience
Research
Additional Info
Declaration
Uploads
Preview
Submission

2.1 Academic Qualifications

| Examination   | Name of Board                             | Subject(s)                                | Result Type                                       | Grade/Percentage                          | Year   | School                                    |
|---------------|---|---|---|---|--|---|
| Secondary     | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | Percentag <span style="font-size: 10px;">▼</span> | <input style="width: 100%;" type="text"/> | Select <span style="font-size: 10px;">▼</span> | <input style="width: 100%;" type="text"/> |
| Sr. Secondary | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | Percentag <span style="font-size: 10px;">▼</span> | <input style="width: 100%;" type="text"/> | Select <span style="font-size: 10px;">▼</span> | <input style="width: 100%;" type="text"/> |

Qualification Pattern \*

UG + PG + M.Phil./Ph.D. ▼

Stream \*

Select ▼

| Examination        | Name of Degree                                 | Subject(s)                                | Overall Percentage*                       | Year   | University/Institute                      |
|--------------------|--|---|---|--|---|
| Bachelor's Degree* | Select <span style="font-size: 10px;">▼</span> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | Select <span style="font-size: 10px;">▼</span> | <input style="width: 100%;" type="text"/> |

Master's/Post Graduate Degree\*

\*  No ▼  Yes ▼

- *After filling up the Education details you can proceed with the Experience and Research (if any).*

General
Education
Experience
Research
Additional Info
Declaration
Uploads
Preview
Submission

3.1 Full-time Teaching Experience

Please leave the table blank if you do not have relevant experience.  
(The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree/ Part-time Teaching/Guest Lecturer/Teaching Assistantship shall not be considered as teaching/ research experience. Further the period of active service spent on pursuing research degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment. (Each period of experience claimed must be supported by Experience Certificate issued by the employer) . Kindly do not include the period(s) of break(s) in service(s) or any kind of leave taken to pursue M.Phil. or Ph.D, while mentioning the dates in column for "From" and "To" regarding experience

| # | Name of University/College/Institute/Organization | Designation                               | Status                                     | Pay Scale/Consolidated salary             | Programme   | Course/Subject                            | Work equivalent to Asst. Professor or higher   | From | To | Effective Time Period | Action     |
|---|---|---|--|---|---|---|--|------|----|-----------------------|------------|
|   | <input style="width: 100%;" type="text"/>         | <input style="width: 100%;" type="text"/> | Se <span style="font-size: 10px;">▼</span> | <input style="width: 100%;" type="text"/> | Undergrac <span style="font-size: 10px;">▼</span> | <input style="width: 100%;" type="text"/> | Select <span style="font-size: 10px;">▼</span> | From | To |                       | Save & Add |


3.2 Full-time Research/Industry Experience (Post-doctoral Fellow, Research Associate, Research Scientist etc.)

Please leave this table blank if you do not have experience as indicated above.

- After filling up the Experience and Research, you will have to fill the 'Additional Info' and all the mandatory fields.

| General  | Education | Experience | Research | Additional Info | Declaration | Uploads | Preview | Submission |
|--|-----------|------------|----------|-----------------|-------------|---------|---------|------------|
| 5 Miscellaneous Information <span style="float: right;">Edit Details</span>                          |           |            |          |                 |             |         |         |            |
| Which language are you comfortable in teaching?  |           |            |          |                 |             |         |         |            |
| For assessment of teaching which mode would you prefer?  |           |            |          |                 |             |         |         |            |
| How would you create an innovative learning environment? (max 100 words)                             |           |            |          |                 |             |         |         |            |
| Outline your most significant contribution towards research (in 100 words)                           |           |            |          |                 |             |         |         |            |
| Outline your proposed roadmap for teaching and research for the next five years (in 100 words)       |           |            |          |                 |             |         |         |            |
| Membership/Fellowship of Academies/Institutions/Professional Societies                               |           |            |          |                 |             |         |         |            |
| Present your vision for the department for the next five years                                       |           |            |          |                 |             |         |         |            |
| Other activities/responsibilities: (academic/administrative)   |           |            |          |                 |             |         |         |            |
| Any other relevant information, if not given above   |           |            |          |                 |             |         |         |            |
| Are you willing to accept the minimum initial pay in the grade? If not, state reasons for the same.. |           |            |          |                 |             |         |         |            |
| If selected, how much time would you require to join?  |           |            |          |                 |             |         |         |            |

- You can fill the 'Declaration' and go to the next section.

| General   | Education | Experience | Research    | Additional Info | Declaration | Uploads | Preview | Submission |
|---|-----------|------------|-------------|-----------------|-------------|---------|---------|------------|
|  <span style="margin-left: 10px;">पूर्वीसुर पर्यतीय विश्वविद्यालय<br/>North Eastern Hill University</span> <span style="margin-left: 100px;">Recruitment</span> <span style="float: right;">Important Information <span style="font-size: 0.8em;">▼</span> Login</span>  |           |            |             |                 |             |         |         |            |
| 6. No Objection Certificate <span style="float: right;">Edit Details</span>   |           |            |             |                 |             |         |         |            |
| 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.   |           |            |             |                 |             |         |         |            |
| Name of Officer issuing NOC   |           |            | Designation |                 |             | Place   |         |            |
| Date  |           |            | Address     |                 |             |         |         |            |
| Have you applied in this department for the same position against advertisement No. _____ or its addendum/corrigendum?  |           |            |             |                 |             |         |         |            |
| No  |           |            |             |                 |             |         |         |            |
| <h3>Declaration</h3> <p>I have read the applicable guidelines, which are binding. 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 given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.</p> |           |            |             |                 |             |         |         |            |
| <a href="#">Proceed to Next Section</a>   |           |            |             |                 |             |         |         |            |

- *Next Section is Uploading Files/ Documents, when you upload your files/ documents make sure that the size should meet the given criteria.*

| General  | Education | Experience | Research | Additional Info | Declaration | Uploads     | Preview | Submission |
|--|-----------|------------|----------|-----------------|-------------|-------------|---------|------------|
| 7.1 Please upload your Passport size Photo and Signature (Only jpg/jpeg/png files of size 20-100 KB each are accepted)       |           |            |          |                 |             |             |         |            |
| Photo (Passport Size Only)   |           |            |          |                 |             | Select file |         |            |
| Signature  |           |            |          |                 |             | Select file |         |            |
| X/XII Certificate (Indicating DOB)   |           |            |          |                 |             | Select file |         |            |
| Category (OBC/SC/ST/EWS) Certificate   |           |            |          |                 |             | Select file |         |            |
| Experience   |           |            |          |                 |             |             |         |            |
| UPLOAD SELF-ATTESTED COPIES OF CERTIFICATE FROM THE COMPETENT AUTHORITY OF MENTIONED LIBRARY/TEACHING / RESEARCH EXPERIENCE. |           |            |          |                 |             |             |         |            |
| 7.2 Full-time Teaching Experience :<br>No Full-time Teaching Experience  |           |            |          |                 |             |             |         |            |
| 7.3 Library/Post Ph.D Research Experience :<br>No Post Ph.D Research Experience  |           |            |          |                 |             |             |         |            |

- *After you have done with all the Sections you can preview the filled up application and tick on the 'Declaration' and proceed to the Next Section.*

|  |  |             |  |       |  |              |  |
|--|--|-------------|--|-------|--|--------------|--|
| 6. No Objection Certificate  |  |             |  |       |  | Edit Details |  |
| 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.  |  |             |  |       |  |              |  |
| Name of Officer issuing NOC  |  | Designation |  | Place |  |              |  |
| Date   |  | Address     |  |       |  |              |  |
| Have you applied in this department for the same position against advertisement No. _____ or its addendum/corrigendum?   |  |             |  |       |  |              |  |
| No   |  |             |  |       |  |              |  |
| <p><b>Declaration</b></p> <p>I have read the applicable guidelines, which are binding. 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 given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.</p> |  |             |  |       |  |              |  |
| <input type="checkbox"/> I agree to the above terms  |  |             |  |       |  |              |  |
| Next Section   |  |             |  |       |  |              |  |
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- After that you can select the category you wish to apply for and click on "Proceed for Submission".

The screenshot shows the 'Recruitment' section of the North Eastern Hill University website. The header includes the university logo and name in Hindi and English, a 'Recruitment' menu, and links for 'Important Information' and 'Login'. Below the header is a navigation bar with tabs for 'General', 'Education', 'Experience', 'Research', 'Additional Info', 'Declaration', 'Uploads', 'Preview', and 'Submission'. The 'Submission' tab is active, displaying a form with the following elements:

- A heading: "Select category to apply"
- Two radio button options: "Unreserved (UR)" and "ST".
- A green button labeled "Proceed for Submission".

At the bottom right of the page, there is a copyright notice: "© Samarth e-Gov Powered By IIC,UDSC".

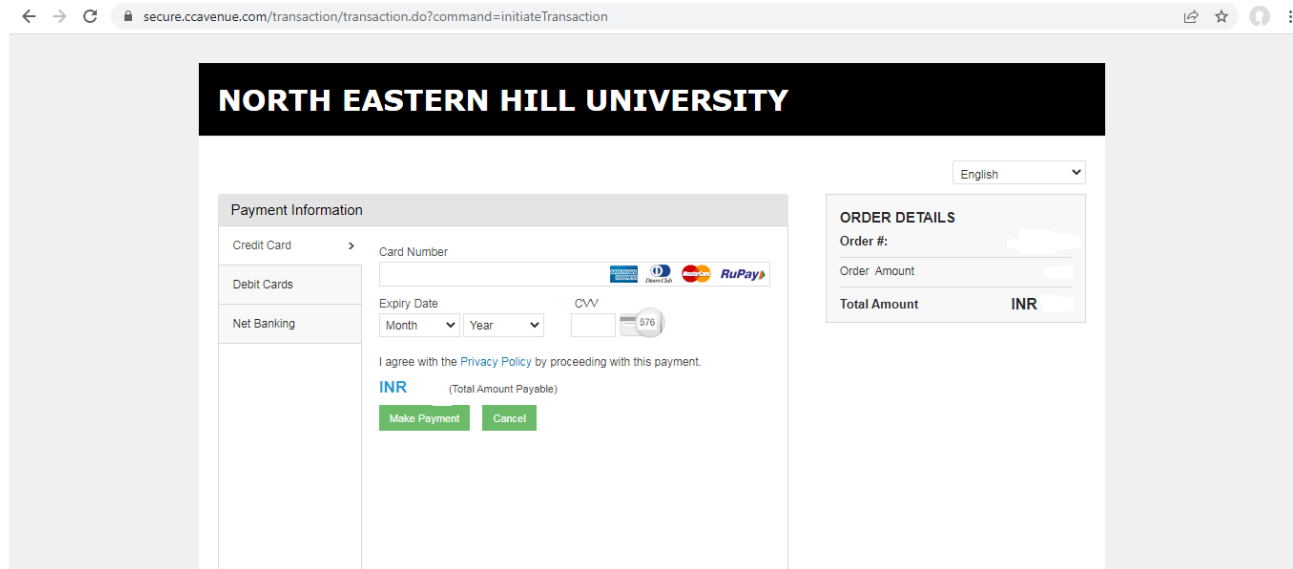
### Q3. How to make payment?

*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 'Proceed For Payment' page. The header is identical to the previous screenshot. The main content area contains a form with the following fields:

- Applicant Name
- Post
- Department
- Advertisement No.
- Email Address:
- Reference Number:
- Category:
- Applied for:
- Payment of:

Below the form, there is a warning message: "No change/modification will be allowed in the application form, once payment is done!". At the bottom, there are two buttons: "Proceed to Payment Gateway: HDFC" (orange) and "Dashboard" (red).



**Q4. 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.*

### Q5. How to check 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.

Notifications

North-Eastern Hill University  
This is your personalized dashboard to keep a track of your application(s) process.

Please read guidelines carefully before filling up the form.


[Apply Now »](#)

Hello !

| S.No. | Post | Department | Advertisement No. | Payment/Submission Status | Action                                      | Application Status                 |
|-------|------|------------|-------------------|---------------------------|---|------------------------------------|
| 1     |      | Department |                   | Paid/Submitted            | <a href="#">Print Submitted Application</a> | <a href="#">Awaiting Screening</a> |

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

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

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North Eastern Hill University

Recruitment

Important Information ▾ Login

#### New Account


Email \*

Confirm Email \*

Password (Minimum 6 characters) \*

Confirm Password \*

Mobile \*


Verification Code (click to change) 

#### Login

Registered Email-id \*

Password \*

Remember Me

Verification Code (click to change) 

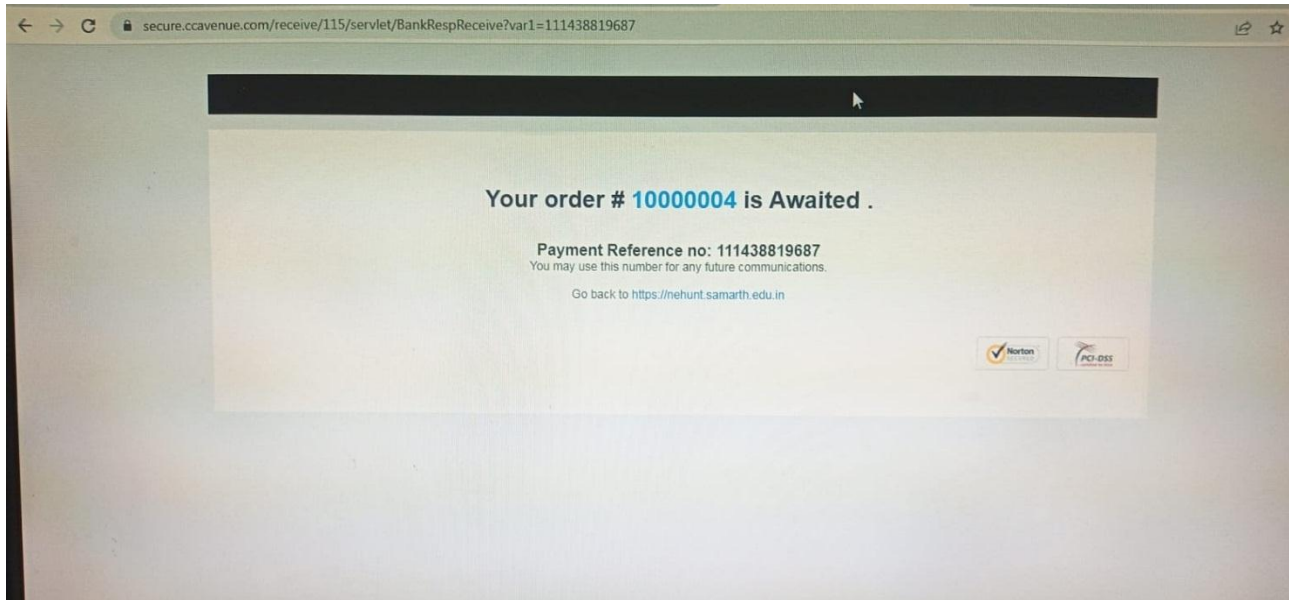
[Login](#)

- Resend Confirmation Mail
- Reset Password



**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)*

**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.*