

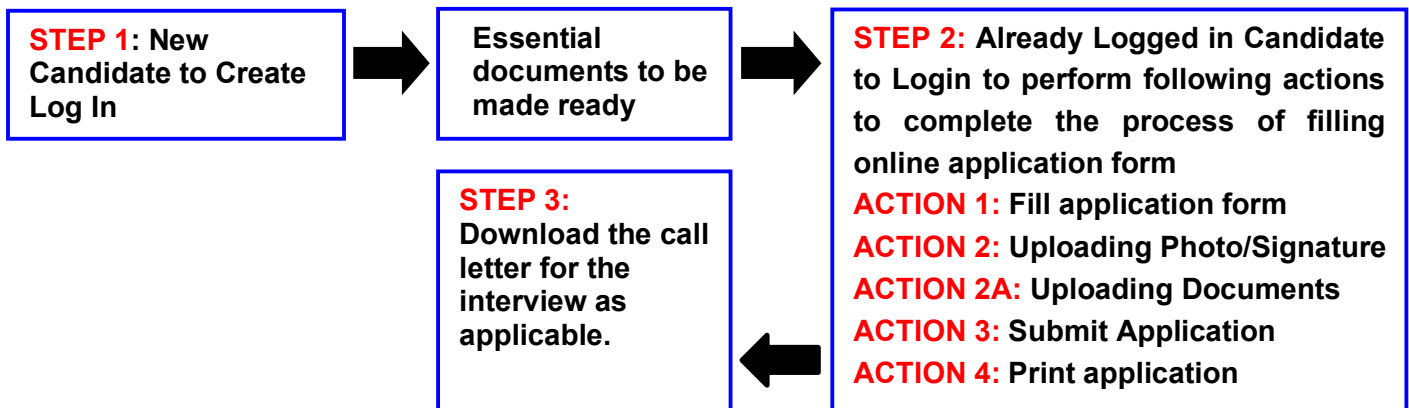


**NATIONAL HIGH SPEED RAIL CORPORATION LIMITED**  
नेशनल हाई स्पीड रेल कॉर्पोरेशन लिमिटेड

**GENERAL INSTRUCTIONS: HOW TO FILL THE ONLINE APPLICATION FORM**

- 1) Candidates are required to apply online through website:  
<https://jobapply.in/NHSRCL2025TECHENGINEER>
- 2) Entries in the application form shall be required to be filled only in English.

**STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM**



**STEP 1: New Candidate to Create Log In**

- New Candidate to visit the NHSRCL website <https://jobapply.in/NHSRCL2025TECHENGINEER> and click: [Fresh Candidate \(CLICK HERE\) to Create Log In](#)
- You must have a **valid email ID** to apply online. Remember the password filled in here for creating Log In for future use.
- Fill the required details & Press the button “Submit”. Acknowledgement Email will be sent on the email id filled in by you. Kindly check the same and keep a record of that.
- **Note: Once the information is filled in here, it will not be changed.**
- The confirmation for the registration will also be sent to your registered email.
- Now click: [Already Registered \(Logged In\) Candidate \(CLICK HERE\) to Apply](#) to log in to fill the application form. Click here to fill the following:
  - ▶ Email ID
  - ▶ Post Applied For
  - ▶ Mobile Number
  - ▶ Password

**Essential documents to be made ready**

- Before starting to fill up the on-line application, keep ready with you the following details / documents /

## Information

- a) E-Mail ID (valid at least for one year).
- b) Mobile No (valid at least for one year).
- c) Required details such as personal data, educational qualifications, experience and other information.
- d) Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size (50kb).
- e) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (50kb).
- f) Scanned Copies of following documents (in pdf format):
  - i. Documentary proof of Date of Birth (Matriculation/10th)/ Birth Certificate issued by Competent Authority
  - ii. Marks Card for 12<sup>th</sup> / Diploma, as applicable.
  - iii. Final / Provisional Degree / Graduation, etc. and Mark sheets with respect to them
  - iv. Experience Certificates / documents in support of experience
  - v. Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST and OBC Non-Creamy Layer.
  - vi. Income and asset certificate in respect of EWS in prescribed format
  - vii. Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.
  - viii. Additional documents with respect to qualification, experience, etc

### **STEP 2: Already Logged In candidate log in to complete the process of filling online application form**

Action 1	⇒	Fill Application form
Action 2	⇒	Uploading of Photograph and Signature
Action 2A	⇒	Uploading of Documents
Action 3	⇒	Submit Application
Action 4	⇒	Print application

➡ Already Logged In Candidate to visit the **website:** <https://jobapply.in/NHSRCL2025TECHENGINEER> and login by clicking [Already Registered \(Logged In\) Candidate \(CLICK HERE\) to Apply](#)

➡ On clicking [Already Registered \(Logged In\) Candidate \(CLICK HERE\) to Apply](#) page will appear which will have buttons indicating 4 actions which are to be completed for submission of online application form:

#### ▶ **Action 1: Fill Application (Click on the button to fill application form)**

- ⇒ Fill in the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the Personal Details, Qualification Details, and Experience Details in the sequence as given in the online application form.
- ⇒ While filling in the Personal Details, Qualification Details, and Experience Details, please save the information by clicking the button "SAVE".
- ⇒ In case you wish to edit any information, you can do that by log in again using Email-ID, Mobile, Post Applied For and Password, after editing the information, make sure to save the information again by clicking the button "**SAVE**".
- ⇒ **Note: The information filled will not be saved unless the button "**SAVE**" is clicked.**

#### ▶ **Action 2: Uploading Photograph and Signature**

- ⇒ **Upload Photograph** - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections, and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. **The image should**

**only be in .jpg or .jpeg format. Size of file should not be more than 50 kb.**

- ⇒ **Upload Scan of Signature** - Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not more than 50 kb. Please note that this signature would appear on the Admit Card, and if it does not match the signature done by you on date of Document Verification/ Interview, the candidature will be cancelled. **The image should only be in .jpg or .jpeg format. Size of file should not be more than 50 kb.**

### ▶ **Action 2A: Uploading of Documents**

Candidate is required to upload the scanned copies of all the relevant documents with regard to age, qualification, work experience, scale, CTC, and other documents as asked for. Scanned Copies of documents (in PDF format), as follows:

- a) Documentary proof of Date of Birth (Matriculation/10th)/ Birth Certificate issued by Competent Authority
- b) Marks Card for 12<sup>th</sup> / Diploma, as applicable.
- c) Final / Provisional Degree / Graduation / Post Graduation / Professional Qualification, etc and Marksheets with respect to them
- d) Experience Certificates / documents in support of experience, if applicable.
- e) Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST and OBC Non-Creamy Layer.
- f) Income and asset certificate in respect of EWS in prescribed format
- g) Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.
- h) Additional documents with respect to qualification, experience, etc

\*\*\*Candidate should Preview their Application to ensure correctness of their credentials with respect to age, qualification, experience, etc before proceeding further

Click on "**Save & Proceed to Submit Application**".

### ▶ **Action 3: Submit Application**

- ⇒ Candidate to read the undertaking and accept the same.
- ⇒ In case you wish to edit any information pertaining to Personal Details, Qualification Details and/or Experience Details; you can do that by log in again using Email-ID, mobile No., Post Applied For, and Password after editing the information, make sure to save the information again by clicking the button "**SAVE**".
- ⇒ **Once the application is submitted at this step, you cannot edit the information after that.**
- ⇒ **After submitting the application, the candidate will get a preview of the application with Application Number. Candidates are advised to get a printout of the filled-up application for record.**
- ⇒ The candidate should retain his/her Application Number carefully for generation of call letters and for any other information regarding Document Verification/Interview etc.

### ▶ **Action 4: Print Application**

- ⇒ Take the printout of the online application form for future records.
- ⇒ Candidates can take re- print of the Online application form by clicking Already Logged in Candidate (Click Here) to Complete Process.
- ⇒ Candidates should keep one set of application for record.

***On correctly following the above steps, you would have completed the***

## ***application process.***

### **STEP 3: Check the status of your application.**

Based on the information given in the Online Application Form, Call Letters for Document Verification/ Interview for the provisionally eligible candidates will be available for download from website: <https://jobapply.in/NHSRCL2025TECHENGINEER> as per schedule given on the website. Keep checking the website regularly for any updates. An intimation mail for downloading call letters may also be sent on registered email id.

**Download Call Letters** – On the due date for Call Letters, re-login to the website: <https://jobapply.in/NHSRCL2025TECHENGINEER> a link for downloading Call Letters for Document Verification/Interview for the post advertised, containing the details of the time schedule, venue will be available.

**Print Call Letters** - Take a printout of the Call Letters. Candidates will not be allowed to appear in the Interview without a valid call letter.

***NOTE: Candidates are advised to regularly check the website for updates.***