

Application for NCS, NPS, NSS & Allied Services Examination form, 2016

Process instruction for submission of eForm

- Open the online form (eForm).
- All fields marked as * on E-Form are mandatory fields.
- Fill in the details in the form and upload photograph and signature.
- Instructions for uploading photograph and signature-
 1. Candidates must upload clear scanned images of their photograph and signature.
 2. Size of photograph should be 200 pixels width x 250 pixels height.
 3. Size of signature should be 250 pixels width x 120 pixels height.
- Check all the details for correctness and **SUBMIT** the eForm.
- Make online payment for examination fee of **Rs. 300 (Rupees Three Hundred only)**.

Instructions for making online payment for examination fee:

1. After submitting the eForm, a **TRANSACTION ID** will be generated and candidate will be directed to Portal Inbox.
 2. Candidates shall click on the Preview Button and review all the details for correctness in the submitted eForm.
 3. If any information is incorrect or photograph/signature has not been correctly uploaded, candidate may submit a new application.
 4. After candidate is satisfied that all information is correct and photograph & signature have been correctly uploaded, proceed to make online payment.
 5. Page will be re-directed to NDML payment page.
 6. Candidate will select payment option: **Debit Card, Internet Banking, Credit Card.**
 7. Candidate will select the bank and be re-directed to the bank payment page.
 8. Fill in the required details and proceed to make payment.
 9. After making payment, page will be re-directed to the State Portal payment confirmation page. **Only then, the candidate's online application form shall be routed to the Commission.**
 10. Candidates are advised to check the payment status in their State Portal inbox. If the payment status shows "Completed", the form has been successfully submitted. If the payment status shows "Pending" the candidate must make payment again by clicking "Pending". If more than one payment is made for the same application the excess amount will be refunded.
- **Candidates should note down the Transaction ID of their eForm which will be required later for downloading Admission Card and for future reference.**
 - **Candidates requiring assistance can call up the Helpdesk number (10:00 am to 3:00 pm) on all working days.**

NPSC Office HelpDesk +91 8259977429

Portal HelpDesk (Technical queries) +91 8794730015

- The Online Application Form shall be available from **11th AUGUST 2016 10:00 AM TILL 9th SEPTEMBER 2016, 4:00 PM**(Last date of submission).

INSTRUCTIONS TO CANDIDATES

- Only those candidates who possess degree qualification in any discipline (including Divinity) or awaiting result shall be eligible to apply for the post(s) at the time of applying.
- For prelims, other documents (Mark Sheets, Pass Certificates etc) are not required. However, candidates must completely fill in the form by providing accurate information in all matters (Date of Birth, etc). If the information given in the Application Form during Preliminary Examination does not match with the certificates submitted during the Main Examination, candidates concerned shall be disqualified and stern disciplinary action taken and may even be debarred from future examinations conducted by Nagaland Public Service Commission.
- Immediately on declaration of Prelims result, candidates selected for the Main examination must submit attested Photostat copies of the following documents to the Commission:
 1. HSLC/Matriculation/Equivalent Admit Card for proof of Date of Birth. No other Certificate will be accepted for age proof.
 2. Mark Sheets from HSLC/Equivalent onwards till requisite qualification.
 3. Pass Certificate of HSLC,HSSLC & Degree issued by Board/University. In absence of Degree pass certificate issued by University, candidates may submit provisional pass certificate issued by Institution/university.
 4. For physically handicapped candidate, certificate from competent medical authority is required.
 5. Indigenous Inhabitant Certificate (I.I.C.), S.C./S.T. & B.T. (if applicable) certificates. Indigenous Inhabitant Certificate, S.C./S.T. & B.T. certificates should be signed only by District Authority not below the rank of Additional Deputy Commissioner.
 6. For candidates who are Government Employees and still serving, “NO OBJECTION CERTIFICATE” should be signed by the Head of the Department, with Name and Office Seal, along with date of appointment.
- Candidates who apply individually from any CSC may make payment by cash a sum of Rs. 300 (rupees three hundred only) for examination fee and additional Rs. 50 (rupees fifty only) for CSC service charge which includes scanning, filling up of eForm and transaction fee.
- Please go to <http://www.npsc.co.in> for details about syllabus and examination pattern.

WARNING

- Application containing incorrect or suppressed information in any respect shall be penalized as deemed fit by the Commission.
- If the information (Date of Birth etc) given in the eForm during Prelims does not match with the Certificates submitted during the Mains, concerned candidates will be disqualified and stern disciplinary action taken and may even be debarred from future examinations
- Canvassing in any manner and indulgence in malpractice of any kind shall make the candidate liable to be summarily disqualified.