Nagaland Public Service Commission
Government of Nagaland

Steps to fill up NPSC Ncs, Nps, Nss Form (Mozilla Firefox recommended)

Step 1: Go to Nagaland State Portal – [https://nagaland.gov.in](https://nagaland.gov.in)

Step 2: If you are a new user, register as a New User by clicking on the link -

Step 3: Registering as a New User

Fill up the form as shown below (USER ID and PASSWORD is important for Login) and click on Submit

(No Need to fill the Kiosk)
~Select a Security Question and Type the answer which you should not share with anybody. This will be used in case you forget your password.

~Type in the alphabets and numbers in the textbox. Note that these are Case Sensitive (Capital/Small)

~Click Submit and you should get the below Successful notification.

Step4: Login with the User ID and Password which you had set.

Step5: Click on Services
Step 6: Click on NPSC – Application for NCS, NPS, NSS and Allied Services Exam

Step 7: Read the Instructions > Scroll to the Bottom > Click on the Checkbox and Click ‘Submit Online’
Step 8: Filling up the Form

a. Fill up Name, Fathers Name, Gender, Date of Birth, Present Postal Address, Pin Code, Mobile Number (Without 0 in the 1st digit)

b. Select your category General/ST
   If ST, Select the Name of your Tribe

C. If Physically handicapped, select the option and type in the Category

d. Select your options Graduate, Age Relaxation Claimed, Choice of Examination, In case of Kohima and Dimapur ‘Which area you will reside during exams?’; If employed, Details of employment
e. **Upload your Photograph and Signature:**
   - Photo should be approx 200 pixels width x 250 pixels height.
   - Signature should be approx 250 pixels width x 120 pixels height.
   - Size of Photo and signature should not exceed 2MB.

f. **Click on Check box, fill up place, select today’s date and CLICK ‘SUBMIT’**

g. **Click on ‘Preview’ to view and check if you have entered all your details correctly**

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**Step 8: Payment Options**

h. **Click on Pay Now to proceed to pay your ‘Fees’**

i. **Select the Payment Option – Credit Cards, Internet Banking or Debit Cards**
j. If INTERNET BANKING: Select your Bank and Click ‘Make Payment’
   You will be routed to your Bank Website

k. If DEBIT CARD: Select your bank and Fill up your card details and Click ‘Make payment’
After Successful payment, you will see the Confirmation Page as shown below. 
NOTE THE ‘TRANSACTION ID’
Transaction ID will be used for Downloading your e-Admit Card later.

In Case of any doubts Please Call Technical Helpdesk –
+91 8974066129
+91 9612050101

Step 9: Check if Payment is Completed

a. Go to State Portal Inbox as shown below –
If Payment shows as Pending, Click on ‘Pending’ and proceed to payment
If Payment shows Completed, NPSC Application form is submitted successfully

>HOW TO EDIT AND RESIZE YOUR PICTURES<

You can use Microsoft Picture Manager to resize your pictures as shown below:

i. Click on the picture in your computer

ii. Right Click on mouse > Open With > Select Microsoft Office Picture Manager as shown below

iii. On the Right side toolbar > Click on Resize to resize your picture
iv. Click on Crop to Crop your picture

![Image of Edit Pictures tool](image1)

v. Resize your picture by selecting the Size and Cropping your image and Click ‘Save’

![Image of Resize settings](image2)