

## GUIDELINES TO FILL ONLINE APPLICATION FORM

### **A. PREREQUISITE TO APPLY ONLINE**

1. Candidates are advised to go through the Eligibility Criteria carefully before filling up the application form.
2. Valid E-mail ID for registration and for receiving all future correspondence till the recruitment process is over and subsequently, if selected.
3. Valid Mobile Number to receive SMS based notifications/communications related to the online application; Admit card etc. till the recruitment process is over and subsequently, if selected.
4. Access to an online payment facility/service such as Net Banking, Credit card, ATM-cum-Debit card.
5. A recent scanned passport sized colour photograph of candidate (the digital size of the file should be between 20 KB - 50 KB and resolution 200 pixels X 230 pixels).
6. Scanned signature of Candidate using Blue/Black pen on white sheet (the digital size of the file should be between 10 KB - 20 KB and resolution 140 pixels X 60 pixels).
7. Scanned copies of Candidate's qualification documents in JPG, JPEG and PDF format (the digital size of the PDF file should be between 100 KB - 150 KB).

### **B. STEPS TO BE FOLLOWED FOR FILLING THE ONLINE APPLICATION:**

The entire process of filling online Application form can be completed in below mentioned steps:

1. Online submission of application can only be made at NSU's website [www.nsu.ac.in](http://www.nsu.ac.in).
2. Candidates should read the instructions carefully before making any entry or selecting options.
3. Candidates should furnish all the required details while filling up the online form.
4. Online Application Form is available in English and it can only be filled in English Language.
5. **Registration** – Applicants shall first register on the Recruitment portal on the NSU's website [www.nsu.ac.in](http://www.nsu.ac.in). After which candidates can fill the form.
6. **There are several pages in your application. After completing each page, you should click on "Save and Proceed" button to saving the information and move to next page. Completing all pages is necessary. After filling all pages, the candidate can finally submit his application. Please note that you cannot make any changes after that.**
7. **Before final submission of online Application form, the candidates must read the declaration given on the website carefully and furnish his/her consent on it, without which the application form cannot be submitted.**
8. **After submission, the candidate must make online payment for the post to which he/she is applying for.**
9. Printout of online Application(s) in one set with all necessary self attested copy of testimonial certificate, supporting documents etc. and having if forwarded by his employer, if any, must submitted by the eligible candidate in an envelope duly super scribe "Application for the post of....." to **The Registrar, National Sports University, The Registrar, National Sports University, Olympic Bhavan, Khuman Lampak, Imphal – 795001**, preferably through speed post/registered post on or before **3<sup>rd</sup> March, 2022**.
10. **Incomplete applications will not be considered and will be REJECTED.**
11. In case of any technical problem, please sent an email to [cell-recruitment@nsu.ac.in](mailto:cell-recruitment@nsu.ac.in)