

How to Apply

- (i) The candidates applying for the above-mentioned posts should go through detailed advertisement before applying for any post and ensure that they fulfill the eligibility criteria as laid down in the advertisement for that post. Concealing of information or furnishing false information will lead to rejection of the candidature at any stage of the recruitment. NEIGRIHMS reserves the right to reject any application without assigning any reason whatsoever.
- (ii) The date of Online Test will be communicated to the eligible candidates through Call Letters and no enquiry in this regard will be entertained. Candidates are advised to visit NEIGRIHMS's website and their registered E-mail ID from time-to-time to get the latest information regarding the recruitment process.
- (iii) Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection. Candidates are required to verify their eligibility before paying the examination fee.
- (iv) Candidates applying for more than one post should apply separately for each post and submit fee for each post.
- (v) Candidates should have a valid personal E-mail ID. It should be kept active during this recruitment process. The candidates are requested to regularly check their E-mail/NEIGRIHMS's website for any communication from NEIGRIHMS
- (vi) Before registering / submitting applications on the website, the candidate must possess the following:
 - a. Valid E-mail id: The E-mail ID entered in the online application form should remain active until the recruitment process is completed. No change in E-mail ID will be allowed once registered. All correspondence regarding this recruitment shall be made on the registered E-mail ID including Admit card for On-line examination and Call Letter for Documents verification, if shortlisted.
 - b. Scanned copy of latest passport size colored photograph (not more than 03 months old) and scanned signature in digital format for uploading in the application.
 - c. Scanned copy of all relevant documents/details relating to eligibility criteria viz Educational Qualification, Caste Certificate [SC/ST/OBC(NCL)/EWS], Experience Certificate and Disability Certificate.
 - d. A facility to take printout of the Registration Slip is also made for future reference.

Registration to be completed in 4 steps:

Visit NEIGRIHMS website <http://www.neigrihms.gov.in>

OR <https://hllneigrihms.cbtxam.in/>

Step 1: Enter contact details for First Step registration. SMS & Email with login details will be received.

Step 2: Complete the First step by filling demographic detail and select the post applying.

Step 3: Enter Education Details/Work Experience

Step 4: Upload Photo(.jpeg less than 100KB)., Signature(.jpeg less than 100KB)., and all relevant Certificate's scanned Images (.jpeg less than 100KB or .PDF less than 10MB).

Step 5: Application Preview or Modify

Step 6: Payment Online Mode (via credit card, Debit card, net banking, UPI etc.)

A) General/OBC Candidates - Rs.500/- (Rupees Five hundred only)

B) SC/ST/EWS Candidates - Rs.250/- (Rupees Two Hundred and Fifty only)

C) Persons with Disabilities - Exempted.

Application fee, once remitted, shall not be refunded under any circumstances.

Applications without the prescribed fee would not be considered and summarily rejected.

Candidate can click in 'Login' button on the website to preview their application form.

Note: In case of candidate not fulfilling eligibility criteria (age/qualification), application form will be cancelled, and no query will be entertained.