

## **NATIONAL INSTITUTE OF WIND ENERGY**

**CHENNAI – 600 100**

### **GUIDELINE FOR FILLING UP ONLINE RECRUITMENT APPLICATION**

**\*\*\*\*Please read this guideline before filling up your online application form\*\*\*\***

#### **New User Sign up**

New user need to **Register** before **Log in** to the site. During the **Registration**, a Candidate has to enter the following details.

##### **1. User Name :**

User name should be Unique for each and every candidate. So, that candidates are advised to choose UNIQUE one.

##### **2. Name :**

Candidates are advised to enter your correct name as per your 10<sup>th</sup> standard certificate.

##### **3. Date of Birth :**

Candidate has to select her/his correct Date of Birth. No modification or change of Date of Birth is possible after successful **Sign up**. Hence, candidates are advised to select their DoB as per your government issued Identity Proof (i.e. Aadhaar /PAN/Voter ID etc.)

##### **4. Gender :**

Candidates can select their gender.

##### **5. Mobile No :**

Candidate has to enter a valid mobile number which will be used during application process. No modification or change of Mobile Number is possible after successful registration.

##### **6. Email :**

Candidate has to enter a valid email address which will be used during application process. No modification or change of Email address is possible after successful registration.

##### **7. Password**

Candidates can set their own password and must follow the following parameters while setting up the password:

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

Candidate can sign up by clicking the **Sign up** button after confirming of their correct credentials. After successful Sign up, a mail containing **activation Link**, **login id** and **Mobile OTP & Email OPT** will be sent to the email address of the Candidate, used during **Registration** process. Please check for the mail in **INBOX / SPAM** folders of the said email address.

#### **Password Retrieve**

For retrieving the password, an Candidate must do the followings –

##### **Click -> Forgot Password**

##### **1. Email :**

Candidate has to enter the email address used during Registration process. Erroneous data will not generate new password.

Candidate can retrieve the new password by clicking the **Submit** button after accepting the confirmation of correct Email address. After successful process, a mail containing a **link** will be sent to the email address of the Candidate used during **Registration** process. Please check for the mail in **INBOX / SPAM** folders of the said email address.

## Candidate Log in

After successful Registration / Sign up process, and Candidate can log in to the system using the **username** and the password set by your own. If password has been changed using the password retrieve process, then new password will be required for log in to the system.

**There are TWO major sections in the application process. Candidate should have to go through in sequence for each section and fill up the necessary field in each section.**

**The sequence are:**

### 1. Academic Details

- Home (Default) -> Profile -> Academic details -> Fill Personal & School Details -> Save
- Home (Default) -> Profile -> Academic details -> Personal & School Uploads-> Confirm Personal & School Details -> Save (\***After the confirmation of your details and uploads the information can't be modified/alter/edited under any circumstances**\*)
- The add your all qualifications viz. HSC, ITI, Diploma, Bachelor Degree, Master Degree, Ph. D & PDF (if applicable)

**NOTE:** - The fields marked with a \* are mandatory.

### 2. Experience Details

- Home (Default) -> Profile -> Experience details -> Add Experience Save (Add your Experience in a reverse chronological order)
- (\***After the confirmation of your details and uploads the information can't be modified/alter/edited under any circumstances**\*)

**NOTE:** - The fields marked with a \* are mandatory.

## Apply Post

After adding all your Academic and Experience section, candidate may go to “**View jobs in Active**” section for job application.

The candidate who possess the essential educational qualification and experience only be allowed for next process of application. Hence, Candidates may advised to clearly read the advertisement and eligibility of your candidature as per NIWE’s advertisement.

All current openings will be displayed in this section. The candidate can apply for the desired post by clicking the “**Apply**” button. Once applied for a post, all the information provided by the candidate will be fixed and a **Unique Registration Number** will be generated. Thereafter the candidate will not be able to change the information for that post.

Candidates can re-verify all the information provided and submit the application by clicking “**SUBMIT**” button.

Once It is done successfully the application process is over and the candidate will be redirected to the page “**Home page**”. In this page, she/he can take print out of the details of applications submitted through “Profile -> **View Applied Jobs**” button and keep it for future reference.

**Candidate can apply multiple post with a single log in. They just need to click “Apply” button in the desired post.**

**NOTE :-**

In case of any difficulty in filling up the Online Application Form, the Candidates are requested to please immediately post her/his query to the mail id [recruitment.niwe@gmail.com](mailto:recruitment.niwe@gmail.com)

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