



NAGALAND PUBLIC SERVICE  
COMMISSION SERVICE

# How to Apply NCS, NPS & Allied Services Examination?

**Version 1.0**



## Document Details

<b>Domain</b>	npsc.nagaland.gov.in
<b>Organization</b>	Nagaland Public Service Commission

Version	Date	Description
1.0	6-Oct-2022	How to Apply NCS, NPS & Allied Services Examination



## Table of Contents

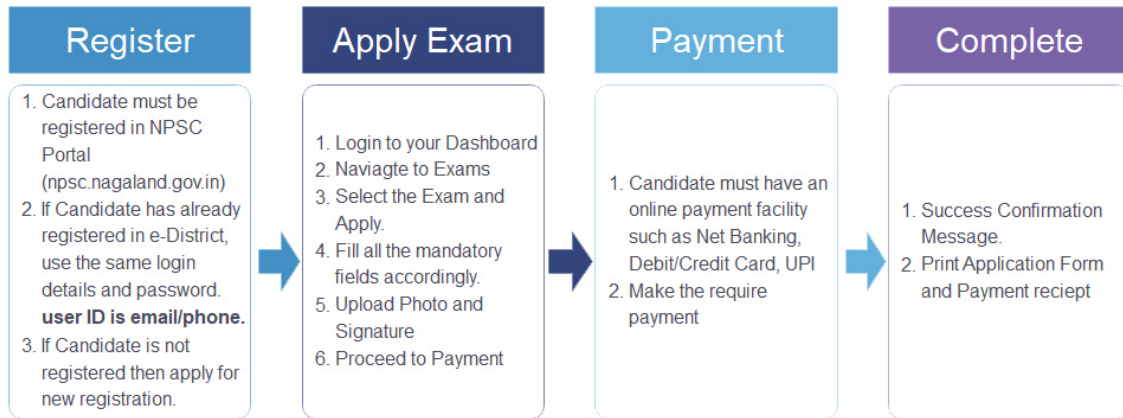
Abbreviations & Synonyms:- .....	3
1. INTRODUCTION.....	4
2. CHECKLIST .....	4
3. APPLY NCS, NPS & ALLIED SERVICES EXAMINATION.....	4
3.1. STEP-1 : Login to NPSC Portal .....	4
3.2. STEP-2 : Navigate to Exams from the Dashboard. ....	5
3.3. STEP-3 : From the Exam Section, navigate to upcoming exams and click on APPLY. 5	
3.4. STEP-4 : Fill the Exam Application Form.....	6
3.4.1. Basic Information .....	6
3.4.2. Documents.....	6
3.4.3. Preview .....	7
3.5. STEP-5 : Online Payment.....	7
3.5.1. Make Payment (Submit) .....	7
3.5.2. Select the mode of payment and proceed. ....	8
3.5.3. Payment Complete .....	8
4. RETRY PAYMENT (IN CASE OF PAYMENT FAILURE) .....	9
4.1. Login to your dashboard and navigate to exams .....	9
4.2. Select the Case No > Options > View.....	9
4.3. Click on Retry Payment to Proceed. ....	9
5. DOWNLOAD APPLICATION FORM AND PAYMENT RECEIPT .....	10
5.1. Application Form .....	10
5.2. Payment Receipt.....	11

## Abbreviations & Synonyms:-

- User(s) : Refers to the End-User (i.e. Candidates, Citizens etc.) who will be using the NPSC Portal.
- OTP : A one-time password (OTP) is an automatically generated numeric string of characters that authenticates a user for a single transaction or login session.
- Phone Number : Refers to the end-user phone number.  
*Note: a valid phone number is required to authenticate the user identity using an OTP.*
- Email : Refers to the end-user email address which will be required to activate the user account. Without the activation user registration is considered incomplete.
- Captcha : CAPTCHA stands for the Completely Automated Public Turing test to tell Computers and Humans Apart. CAPTCHAs are tools you can use to differentiate between real users and automated users, such as bots. CAPTCHAs provide challenges that are difficult for computers to perform but relatively easy for humans. For example, identifying stretched letters or numbers, or clicking in a specific area.
- Case No. : Case Number is refer to the reference number of an application such as OTR, Exam, etc. which are processed in the NPSC Portal.
- Payment Gateway : Payment Gateway is refer to the technology which is use by NPSC Portal to captures and transfers online payment data from the end-users (candidates). NPSC uses a third-party payment service provider.

# 1. INTRODUCTION

The purpose of this document is to give step-by-step instruction for the End Users (i.e. Candidates) to Apply NCS, NPS & Allied Services Examination.



# 2. CHECKLIST

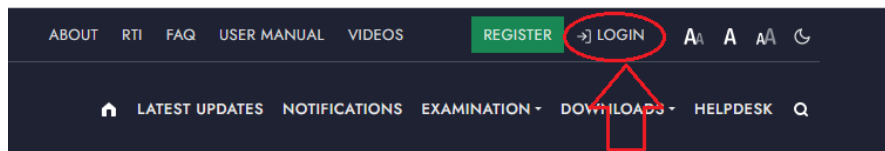
Checklist before applying for applying for NCS, NPS & Allied Services Examination.

- i. Candidate must be registered in the portal.  
User's Manual Link: <https://npsc.nagaland.gov.in/storage/cms/manual/4.pdf>
- ii. Recent Passport Photo and Signature both in JPG image format.
- iii. Mode of online payment facility for exam fee payment.

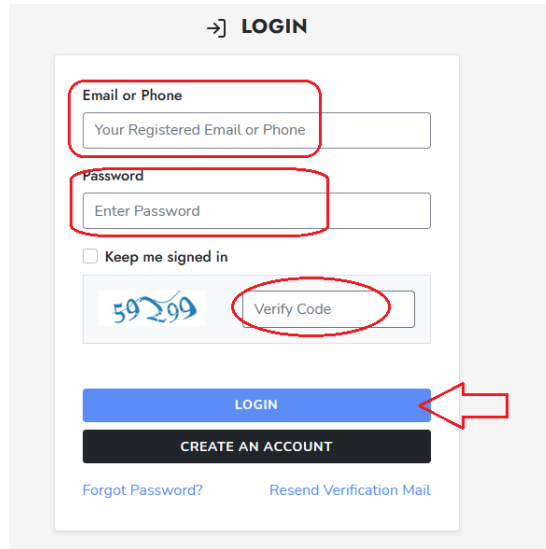
# 3. APPLY NCS, NPS & ALLIED SERVICES EXAMINATION

## 3.1. STEP-1 : Login to NPSC Portal

Go to NPSC Portal (<https://npsc.nagaland.gov.in>) , Navigate to **LOGIN**.



Enter user ID and Password.



→] LOGIN

Email or Phone  
Your Registered Email or Phone

Password  
Enter Password

Keep me signed in

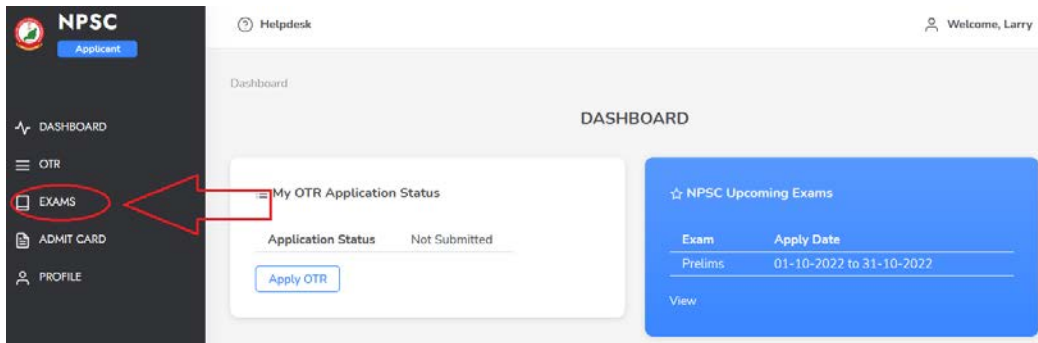
59299 Verify Code

LOGIN

CREATE AN ACCOUNT

[Forgot Password?](#) [Resend Verification Mail](#)

### 3.2. STEP-2 : Navigate to Exams from the Dashboard.



NPSC Applicant

Helpdesk Welcome, Larry

Dashboard

DASHBOARD

My OTR Application Status

Application Status Not Submitted

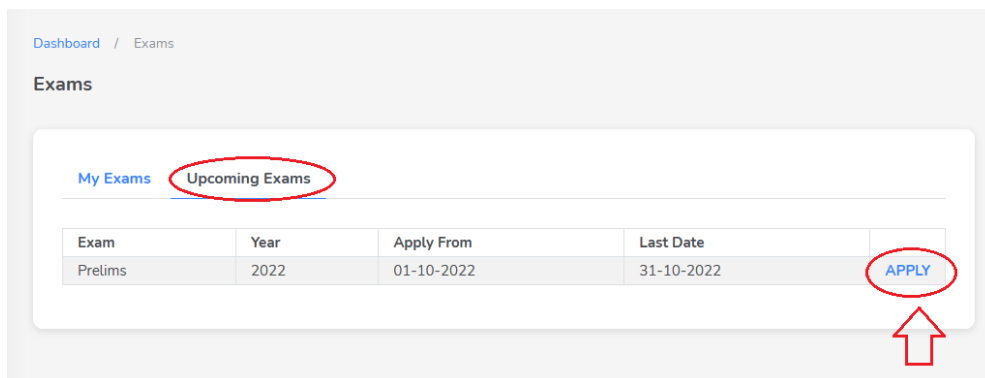
Apply OTR

NPSC Upcoming Exams

Exam	Apply Date
Prelims	01-10-2022 to 31-10-2022

View

### 3.3. STEP-3 : From the Exam Section, navigate to upcoming exams and click on APPLY.



Dashboard / Exams

Exams

My Exams **Upcoming Exams**

Exam	Year	Apply From	Last Date	
Prelims	2022	01-10-2022	31-10-2022	<b>APPLY</b>

### 3.4. STEP-4 : Fill the Exam Application Form

#### 3.4.1. Basic Information

**Exam From** Documents Preview

**BASIC INFORMATION**

First Name *	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Father's Name *	Gender *	DOB (As per HSLC/MATRIC Admit Card) *
<input type="text" value="Father Name"/>	<input type="text" value="Select Gender"/>	<input type="text" value="DD-MM-YYYY"/>
Present Postal Address *	PIN Code *	
<input type="text"/>	<input type="text"/>	
Email *	Mobile Number *	Alternate Mobile Number *
<input type="text" value="applicant@email.com"/>	<input type="text" value="0106983317"/>	<input type="text"/>
Category *		
<input type="text" value="Select Category"/>		
Are you a Person with Benchmark Disability (PwBD)? *		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
Are you a Graduate? *		
<input type="radio"/> Yes <input type="radio"/> No		
Have you ever been debarred from appearing in any competitive examination? *		
<input type="radio"/> Yes <input type="radio"/> No		
Choice of Examination Centre *	Which area will you reside during time of examination *	
<input type="text" value="Select District"/>	<input type="text" value="Select District"/>	
Is any age relaxation claimed? *		
<input type="radio"/> Yes <input type="radio"/> No		
Are you a Govt Employee? *		
<input type="radio"/> Yes <input type="radio"/> No		

#### 3.4.2. Documents

**Exam From** Documents Preview

**UPLOAD DOCUMENTS**

<div style="border: 1px dashed gray; padding: 10px; text-align: center;">Passport photo</div> <p>Passport Photo *</p> <input type="button" value="Browse..."/> No file selected. <p>Please select an image.</p> <a href="#">Click here for sample.</a>	<div style="border: 1px dashed gray; padding: 10px; text-align: center;">Signature</div> <p>Signature *</p> <input type="button" value="Browse..."/> No file selected. <p>Please select an image.</p> <a href="#">Click here for sample.</a>
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### 3.4.3. Preview

Kindly confirm your details before submitting. Correction after form submission will not be entertained.

Apply Prelims 2022

Exam Form Documents **Preview**

CANDIDATE DETAILS	
Exam	Prelims 2022
Full Name	NAME
Father Name	FATHER
Gender	Male
DOB	01-06-2000
Present Postal Address	ADDRESS
Pin Code	797001
Email	applicant@email.com
Mobile Number	0106983317
Alternate No	7005303774
Category	Scheduled Tribe
Tribe	Angami (NAGA)
Are you a Person with Benchmark Disability?	No
Are you a Graduate?	Yes
If not a Graduate, final result awaited?	No
Have you ever been debarred from appearing in any competitive examination?	No
Choice of Examination Centre?	Kohima
Which area will you reside during time of examination?	in queraer aut
Is any age relaxation claimed?	No
Are you a government employee?	No

### 3.5. STEP-5 : Online Payment

#### 3.5.1. Make Payment (Submit)

PAYMENT DETAILS	
Examination Fee	300.00
Convenience Fee	25.00
Payment Gateway Service Charge	7.67
<b>Total</b>	<b>332.67</b>

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility detected or after the examination, I am liable to be disqualified.

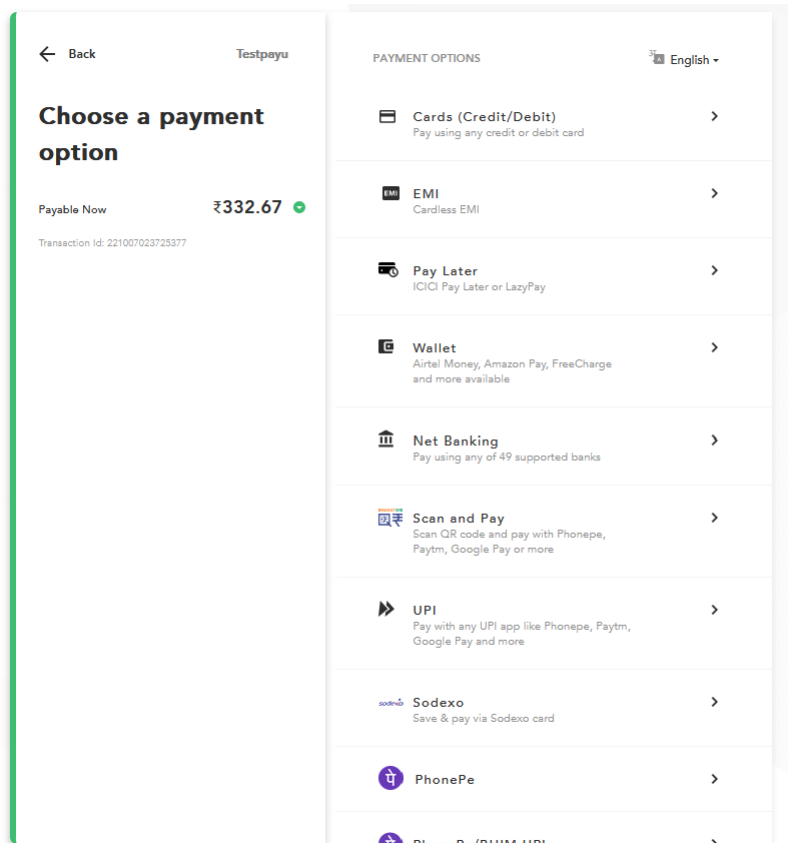
Place  Date

[Back](#)

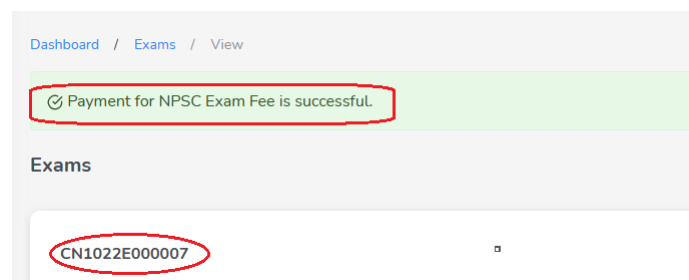
[Make Payment >](#)



### 3.5.2. Select the mode of payment and proceed.



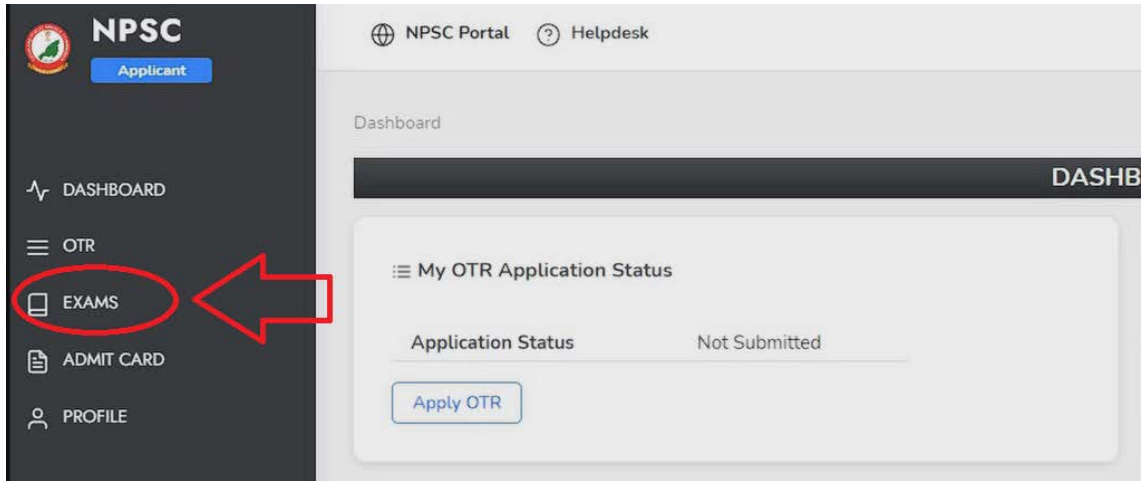
### 3.5.3. Payment Complete



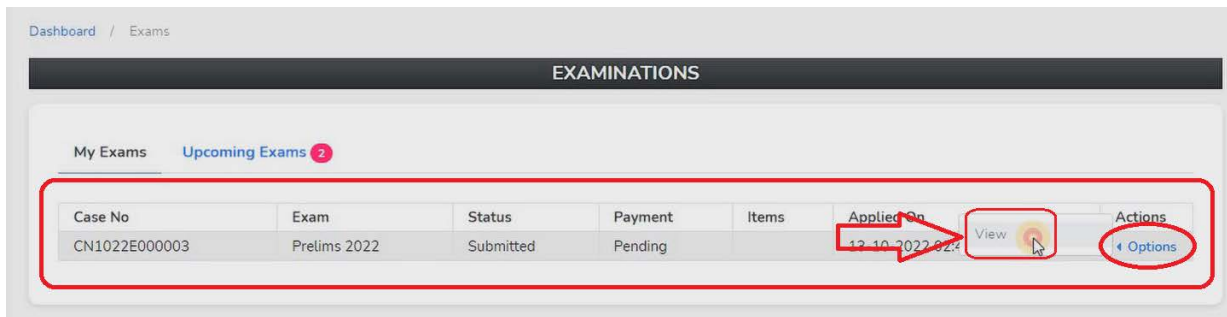
On successful payment an SMS notification and email will be send to your registered mobile phone number and email address.

## 4. RETRY PAYMENT (IN CASE OF PAYMENT FAILURE)

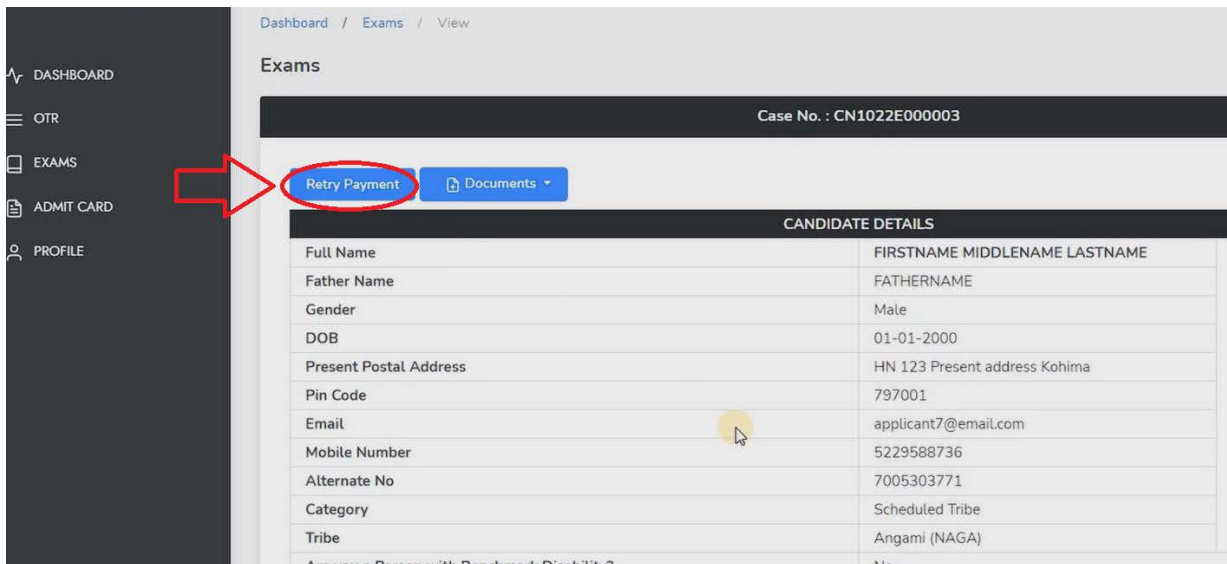
### 4.1. Login to your dashboard and navigate to exams



### 4.2. Select the Case No > Options > View



### 4.3. Click on Retry Payment to Proceed.



# 5. DOWNLOAD APPLICATION FORM AND PAYMENT RECEIPT

## 5.1. Application Form

CN1022E000007

Documents ▾

- Application Form
- Receipt

CANDIDATE DETAILS	
Prelims 2022	
Full Name	NAME
Father Name	FATHER
Gender	Male
DOB	01-06-2000
Present Postal Address	ADDRESS

### Sample Application Form (PDF)





**NAGALAND PUBLIC SERVICE COMMISSION**

Application Form

**NCS, NPS, NSS & ALLIED SERVICES EXAMINATION 2022**

Case No : CN1022E000006

CANDIDATE PERSONAL DETAILS	
Full Name of the Candidate	FIRSTNAME MIDDLENAME LASTNAME
Father Name	FATHERNAME
Gender	Male
DOB	01-01-2004
Present Postal Address	123 House Block ABC Kohima
Pin Code	797001
Email	npscportal@gmail.com
Mobile Number	8575075123
Alternate No	7005303772
Category	Scheduled Tribe
Tribe	Angami (NAGA)

CANDIDATE INFORMATION			
Are you a Person with Benchmark Disability?	No		
Are you a Graduate?	Yes	If not a Graduate, final result awaited?	No
Have you ever been debarred from appearing in any competitive examination?	No	Choice of Examination Centre?	Kohima
Which area will you reside during time of examination?	in queraat aut	Is any age relaxation claimed?	No
Are you a government employee?	Yes		
If a govt. employee, no. of years in service	1	If Yes, whether Regular/Contract/Ad-Hoc?	Contract

Details of employment ( For those who are employed)			
Department	Post	Start Date	End Date
Department Name	LDA	01-01-2018	

Declaration: I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility detected or after the examination, I am liable to be disqualified.

Place: Kohima, Date: 06-10-2022

\*\* This is a system generated document from npsc.nagaland.gov.in. \*\*

## 5.2. Payment Receipt

CN1022E000007

Documents	
Application Form	<b>CANDIDATE DETAILS</b>
Receipt	Prelims 2022
FULL NAME	NAME
Father Name	FATHER
Gender	Male
DOB	01-06-2000
Present Postal Address	ADDRESS

### Sample Payment Receipt (PDF)



NAGALAND PUBLIC SERVICE COMMISSION

**PAYMENT RECEIPT**

Case No	CN1022E000006
Exam	Prelims 2022
Transaction ID	221006101342749
Examination Fee	300.00
Convenience Fee	25.00
Payment Gateway Charges	7.67
<b>Total</b>	<b>332.67</b>

\*\* This is a system generated document from npsc.nagaland.gov.in. \*\*