

NTS-CANDIDATE PORTAL

CANDIDATE MANUAL





The NTS-CANDIDATE PORTAL

APPLICATION SUBMISSION PROCESS



Figure 1:A candidate's process from SIGNUP to Application Submission. Optional: Download Printable Application form – pdf file. Allows One-time Application Update and Resubmission before Last Application Date.

PROCESS

STEP 1: REGISTER/SIGN UP at NTS-Candidate Portal :: https://portal.nts.org.pk/register

NOTE: In case you have NOT blocked the SMS through PTA Instruction by Reg to 3627, to unblock and receive SMS alerts from NTS: send sms "Unreg" to 3627. To ensure SMS delivery on ported numbers, register by sending sms "MNP" to 8331 (charges Rs.2+Tax one time).

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STEP 2: **COMPLETE PROFILE** on '**Update Profile'** Page.

NOTE: The profile photo should be of passport size with blue or white back ground. The max. size allowed for all images is 5 MB.

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Figure 3:<u>STEP 2</u> – Update Profile. Complete profile before applying on a post/vacancy. The changes are auto saved and can be viewed on '<u>Profile View</u>' Page.

STEP 3: Apply on a post/vacancy on Open Applications page. Fill in the pop-up post application form.

NOTE: ONLY Candidates with complete profiles are allowed to APPLY. Application submission shall be considered **complete after FEE payment**. CLAIM the Applicable Age Relaxations here.

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Figure 4: <u>STEP 3</u>— Open Applications - Click the project name to view the list of posts. Post Application form contains: post specific questions, age relaxation and test city options. The required questions are marked with asterisk(*).

<u>STEP 4</u>: Down load the Fee Payment Slip ('<u>My Applications'</u> Page). Pay Fee <u>Offline or Online</u> (using Bank's Mobile App/Easy Paisa App/JAZZ Cash App).

NOTE:

The Disabled candidates are exempted from fee payment after verification of their disability certificate (submitted on <u>'Update Profile'</u> Page). After which, the printable application form can be downloaded directly.

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Figure 5: <u>STEP 4</u>: Download the fee slip. For more information on Fee payment visit <u>NTS website</u>

<u>STEP 5</u>: OPTIONAL – Printable Application form for the applied post is available for download when the fee payment status shows 'PAID'.

<u>STEP 6</u>: OPTIONAL – To Update Application – Profile, Test City, Age Relaxation, Post Specific Questions after application submission (before Last Application Date):

Goto '<u>Update Profile</u>' page, update the profile information (if required), then goto <u>My</u> <u>Applications Page</u>, click "<u>Update Application W.R.T Profile</u>" button, fill in the pop-up application form (update post specific questions, age relaxation options, test city etc. if required) and click "Update" button to resubmit the application.

NOTE:

A candidate is allowed **ONLY ONCE** to update the submitted application. This option **expires after Last Application Date.**

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Figure 6: <u>STEP 6</u> – '<u>My Applications'</u> page. Action Buttons: Fee Slip, Update Application W.R.T Profile, Check Payment Status.

APPLICATION RESUBMISSION FOR

REJECTED CANDIDATES

After Last Application Date a Rejected candidate can update and resubmit his/her application before Query Date (announced on portal) using the update process described in <u>STEP 6.</u>

NOTE:

A **REJECTED** candidade is **ALLOWED** to **UPDATE** his/her application **ONLY ONCE** before **query date** to change the Rejection Status.

If a **REJECTED candidate** does not update his/her profile OR the **update is inadequate** to fulfill the advertised post requirements, the candidate shall be considered **REJECTED** for the post. This option **expires after Query Date**.