

Annexure-I

Step-1	The applicant shall pay the application fee online through “ Payment Now ” link on the recruitment portal.
Step-2	<ul style="list-style-type: none"> ➤ In the new screen, type NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED in the search option. ➤ The Corporation’s name will appear with different State options. ➤ Select NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED with ALL INDIA OPTION
Step-3	New screen will appear to enter payment details In the payment category choose SHILLONG-PARTIES from the drop down.
Step-4	<p>Other details will appear in the screen. Here the applicant need to fill all the required information.</p> <ul style="list-style-type: none"> I. Under Name of PAYER: The applicant shall write his Name II. Under Short Details of Payment the applicant shall write the post code for which he/she is applying for III. Under Type of PAYER choose APPLICATION FEE from the dropdown. IV. Under PAYMENT AMOUNT the applicant shall fill up the Application fee as per the advertisement V. At remark : Write the name of the Post applying for. VI. Under Enter Your Details, Individual details are to be filled up VII. Then click to accept <u>I have read and agreed to the Terms & Conditions</u> VIII. Fill Captcha IX. Check the details and click next
Step-5	In a new screen payment details will appear. Verify the details and click NEXT
Step-6	<p>A new screen will appear for payment. Multi Option Payment system will be available for making payment.</p> <p>Please select amongst (i) Net-banking (ii) Card payment (iii) Other payment Modes as per your convenience</p>
Step-7	<ul style="list-style-type: none"> A. Under Net-banking there are two options <ul style="list-style-type: none"> (i) State Bank of India (ii) Other Banks internet Banking Select the appropriate one and make payment B. Under Card payment option (This payment mode is not available between 23:30 hours IST and 00:30 hours IST) there are three windows available <ul style="list-style-type: none"> (i) Rupay Debit Card (ii) Credit Cards (iii) Prepaid Cards Select the appropriate one and make payment C. Under Other Payment Modes there are three options available <ul style="list-style-type: none"> (i) Branch (ii) NEFT/ RTGS (iii) UPI (<i>UPI is not available between 22:30 hours IST and 23:30 hours IST</i>) Select the appropriate one and make payment
Step-8	<p>After successful payment, the system will generate a receipt. Keep a copy of receipt for reference. The receipt generated by the SB Collect need to be uploaded with the online application.</p> <p>The receipts may also be generated from TRANSACTION HISTORY under SB Collect. The system generated receipt shall be downloaded for submission with the application form.</p>