

RESOURCE POOL PORTAL User Manual for Applicants

Helpdesk Email - [xxxx\[at\]xxxx\[dot\]xxx](mailto:xxxx[at]xxxx[dot]xxx)

1. Registration Process for Applicants

Interested applicants can visit <https://xxxx.xxx.xxx> and register their profile on the portal. Steps for registration are given below:


- Applicants can register their profiles by entering their Full Name, Mobile Number, Email Address, and Date of Birth. Applicants shall verify their mobile number and email address by clicking on 'Get OTP' button. (Refer Screen-1)

The screenshot shows the registration interface of the Resource Pool Portal. At the top, the portal's name and logo are displayed, along with navigation links: NHIDCL Website, Scheme, User Manual, Help Desk, and FAQ. The main heading is 'Register Here'. The registration form contains the following fields and buttons:

- Full Name:** A text input field with the placeholder 'Enter Your Full Name'.
- Mobile Number:** A text input field with the placeholder 'Mobile Number'.
- Email ID:** A text input field with the placeholder 'Email Id'.
- Date of Birth:** A date selection field with the placeholder 'dd-----yyyy'.
- Captcha:** A visual captcha showing the numbers '1647'.
- Verification Code:** A text input field for entering the verification code.
- Get OTP (Mobile):** A blue button to request an OTP for mobile verification.
- Get OTP (Email):** A blue button to request an OTP for email verification.
- Submit:** An orange button to complete the registration.
- Have you applied for NHIDCL before?:** A checkbox.
- Already Registered Click Here for Login:** A link at the bottom of the form.

Screen 1

- After clicking on the 'Submit' button shown on Screen-1, an automated email would be sent by the portal to the applicants on their submitted emails with a profile verification link. After clicking on the profile verification link, they would be required to set their passwords to complete the registration process. (Refer Screen-2)



Resource Pool Portal
National Highways & Infrastructure Development Corporation Ltd.

[NHIDCL Website](#) [Scheme](#) [User Manual](#) [Help Desk](#) [FAQ](#)

[Register Here](#)

Full Name:

Mobile Number:

Email ID:

Date of Birth:

Captcha:

Verification Code:


☐ Have you applied for NHIDCL before?

[Already Registered Click Here for Login](#)

Screen 2

2. Login to the Portal

- Registered applicants can login to the portal by submitting their email address and password. (Refer Screen-3)



Resource Pool Portal
National Highways & Infrastructure Development Corporation Ltd.

[NHIDCL Website](#) [Scheme](#) [User Manual](#) [Help Desk](#) [FAQ](#) [Explainer Video](#)

Resource Pool Portal is a digital platform where applicants interested in being engaged by NHIDCL can register their profile in the prescribed format and which will be maintained by NHIDCL, or any agency authorized by it. This portal shall be in compliance with the principles of equal access, and open competition and facilitate transparent selection of Young Professionals and Expert Professionals. Interested participants are requested to study the User Manual for this Portal and the Scheme for Young Professionals, Expert Professionals, Empanelment of Person(s) of Eminence, NHIDCL, February 2025.

Login

Email ID:

Password:

Captcha:

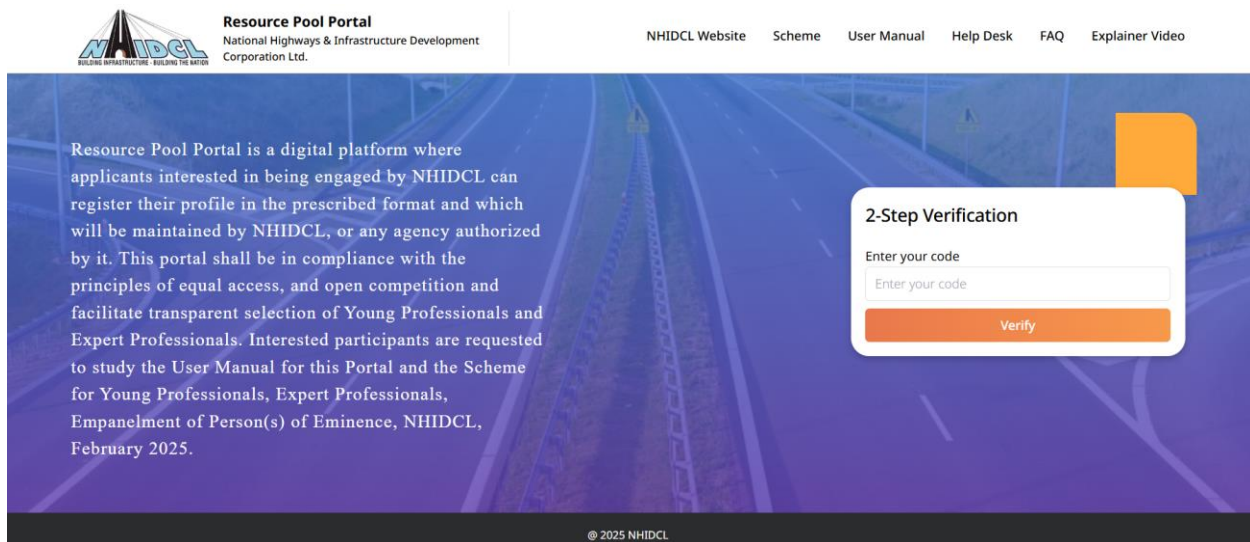
Verification Code:

☐ Remember me [Forgot password?](#)

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Screen 3

- After clicking on 'Login', an OTP will be sent to the registered mobile number and email address for authentication. (Refer Screen-4)



Screen 4

3. Filling of Application Form

- After successful login to the portal, “Applicant Profile” link can be clicked to fill the application form. (Refer Screen-5)

Screen 5

The application form has been divided into six sub-forms to capture the following details:

- **Personal Details:** Applicants are required to fill in their personal details. The Name, Mobile Number, and Email address would be pre-filled as per the information submitted by the applicant during the registration process. Applicants can navigate to the next sub-form to enter “Education Details” by clicking on ‘Save & Next’ button after filling all the mandatory details. (Refer Screen-6).

Resource Pool Portal
National Highways & Infrastructure Development Corporation Ltd.

Personal Details

Full Name*
Alok Sharma

Father's/Husband's Name*
Rajesh Sharma

Email*
alok.sharma@gmail.com

Mobile No*
8765456123

Date of Birth*
12-Jan-1988

Gender*
Male

Pin Code*
110008

Correspondence Address*
Test address

Permanent Address*
Test address
☐ Same as Correspondence Address

Upload Photo*(Max size 2MB)
<http://164.52.218.241/nhidd/public/resource-pool-portal/candidate>
[View](#) [Re-upload](#)

Upload Signature*(Max size 2MB & file should be pdf only)
<http://164.52.218.241/nhidd/public/resource-pool-portal/candidate>
[View](#) [Re-upload](#)

Upload CV*(Max size 2MB & file should be pdf only)
<http://164.52.218.241/nhidd/public/resource-pool-portal/candidate>
[View](#) [Re-upload](#)

[Save & Next](#)

Screen 6

- **Education Details:** Applicants are required to fill all their Education Details. It is mandatory to fill **High School, Intermediate** and Graduation qualifications. **They can also submit their other qualifications.** Applicants can view their submitted education details. They can navigate to the next sub-form to enter “Work Experience Details” by clicking on the ‘Save & Next’ button. (Refer Screen-7)

Resource Pool Portal
National Highways & Infrastructure Development Corporation Ltd.

Education Details

Qualification*
Select Qualification

Course*
Select Course

Board / University / College*
Select Board / University / College

Main Subjects*
Select Main Subjects

Course Mode*
Select Course Mode

Passing Year*
.....

CGPA (If applicable)
CGPA

Percentage*
Percentage


Marksheet / Degree* (Max size 2MB & file should be pdf only)
[Upload Marksheet / Degree](#) [Upload File](#)

[Add](#) [Save & Next](#)



#	Qualification	Board/ University/ Collage	Main Subject	Course Mode	Passing Year	Percentage	Marksheet/Degree	Action
1	Postgraduate (PG)	Others1	Civil Engineering	Offline	2022	78.00	View	Delete
2	Undergraduate (UG)	Others	Computer Science	Offline	2017	89.00	View	Delete

Screen 7

- **Work Experience Details:** Applicants can submit their Work Experience Details. Applicants can view their submitted Work Experience details. They can navigate to the next sub-form to enter details about “Competitive Exams” by clicking on ‘Save & Next’ button. (Refer Screen-8)



Resource Pool Portal
National Highways & Infrastructure Development Corporation Ltd.


 Alok Sharma profile

Dashboard
Advertisement
Applicant Profile

Personal Details
Education Details
Work Experience Details
Competitive Exams
Additional Details
Training Details
Application Preview

Employer name*

Post Held

From Date*

To Date*

Nature of duties (in detail)*

Employer Details

Area of Expertise*


Select Your Job Type*

Experience Certificate*(Max size 2MB & file should be pdf only)



#	Employer Name	Post Held	Experience	Nature of Duties	Job Type	Experience Certificate	Action
1	Employer2	Data Scientist	1 Year	test2	Full-time	View	
2	Employer 1	Software Engineer	less than 1 Year	Test1	Full-time	View	

Screen 8

- **Competitive Exams:** Applicants can submit their Competitive Exams Details. This sub-form is non-mandatory. Applicants can view their submitted Competitive Exams details. They can navigate to the next sub-form to enter “Additional Details” by clicking on ‘Save & Next’ button. (Refer Screen-9)



Resource Pool Portal
National Highways & Infrastructure Development Corporation Ltd.


 Alok Sharma profile

Dashboard
Advertisement
Applicant Profile

Personal Details
Education Details
Work Experience Details
Competitive Exams
Additional Details
Training Details
Application Preview

Name of Exam*

Conducting Agency*

Appearing Year*

Score*

Certificate*(Max size 2MB & file should be pdf only)

#	Name of Exam	Score	Appearing Year	Certificate	Action
1	NEET	56	2021	View	
2	MAT	67	2021	View	

Screen 9

- **Additional Details:** Applicants can submit their Additional Details such as award, achievement, etc. This sub-form is non-mandatory. Applicants can view their submitted Additional details. They can navigate to the next sub-form to enter “Training Details” by clicking on ‘Save & Next’ button. (Refer Screen-10)

Resource Pool Portal
National Highways & Infrastructure Development Corporation Ltd.

Additional Details

Award/Achievement Name*
Award Name

Award/Achievement Details*
Award Details

Award/Achievement Certificate* (Max size 2MB & file should be pdf only)
Upload Certificate

Buttons: Add, Save & Next

#	Award/Achievement Name	Award/Achievement Details	Award/Achievement Certificate	Action
1	Test	Test	View	

Screen 10

- **Training Details:** Applicants can submit their Training Details. This sub-form is non-mandatory. Applicants can view their submitted Training details. They can navigate to the next sub-form to preview their application by clicking on 'Save & Next' button. (Refer Screen-11)

Resource Pool Portal
National Highways & Infrastructure Development Corporation Ltd.

Training Details

Name of Training/Certifications*
Name of training/certifications

Start Date*
dd-yy-yyyy

End Date*
dd-yy-yyyy

Descriptions*
Description

Certificate Expiry Date
dd-yy-yyyy

Certificate* (Max size 2MB & file should be pdf only)
Training Certificate

Buttons: Add, Save & Next

#	Name of Training/Certifications	Descriptions	Training Certificate	Action
1	Test	Test	View	

Screen 11

- **Preview:** Applicants can refer Screen-12 for previewing the entered profile information. After clicking on the 'Submit' button, an email would be sent to the applicant confirming submission of their application. (Refer Screen-12)



Personal Details

Education Details

Work Experience Details

Competitive Exams

Additional Details

Training Details

Application Preview

Download Profile

User Information

Application ID	30
Name	Alok Sharma
Gender	male
Father's/Husband's Name	Rajesh Sharma
Date of Birth	1988-01-12
Contact Number	8765456123
Email	alok.sharma@gmail.com
Pin Code	110008
Correspondence Address	Test address
Permanent Address	Test address

Education Qualification

#	Qualification	Board/ University/ Collage	Main Subject	Course Mode	Passing Year	Percentage	Marksheet/Degree	Action
1	Postgraduate (PG)	Others1	Civil Engineering	Offline	2022	78.00	View	
2	Undergraduate (UG)	Others	Computer Science	Offline	2017	89.00	View	

Work Experience

#	Employer Name	Post Heid	Experience	Nature of Duties	Job Type	Experience Certificate	Action
1	Employer2	Data Scientist	1 Year	test2	Full-time	View	
2	Employer 1	Software Engineer	less than 1 Year	Test1	Full-time	View	

Additional Details

#	Award/Achievement Name	Award/Achievement Details	Award/Achievement Certificate	Action
1	Test	Test	View	

Competitive Exam Details

#	Name of Exam	Score	Appearing Year	Certificate	Action
1	NEET	56	2021	View	
2	MAT	67	2021	View	

Training Details

#	Name of Training/Certifications	Descriptions	Training Certificate	Action
1	Test	Test	View	

Disclosure Questions - Submitted

Whether you are convicted by any court at any time in your life?

☒ Yes ☐ No

Conviction file*(Max size 2MB & file should be pdf only)

68242bdbb3a61testdnr

View

Re-upload

Whether any criminal case is pending against you?

☒ Yes ☐ No

Criminal Case file*(Max size 2MB & file should be pdf only)

68242be412317testdnr

View

Re-upload

Whether any financial liabilities or any other obligation are pending with present employer?

☒ Yes ☐ No

Conviction file*(Max size 2MB & file should be pdf only)

68242b0a2a7cdtestdnr

View

Re-upload

Whether you have any conflict of interest with or pecuniary interest that you could derive by working in this assignment with the Government of India?

☒ Yes ☐ No

Conviction file*(Max size 2MB & file should be pdf only)

68242b9fe37c7testdnr

View

Re-upload

Terms and Conditions

- ☒ I have gone through the procedure and guidelines for engagement of Senior Consultants/Consultants Grade-2/Consultants Grade-1/Young Professionals and agreed to the terms and conditions given there.
- ☒ I undertake to submit the original documentary proof in respect of my educational qualifications, working experience, Date of Birth, address, and all other documents submitted by me as and when asked.
- ☒ I understand that I fulfill the eligibility criteria via age, educational qualification, and required work experience as per the Guidelines for the position applied. In case of non-eligibility, my candidature is liable to be rejected without informing me.
- ☒ I am well aware that the information furnished in the application and resume, duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me, will also be assessed by the selection committee at the time of selection for the position. The information details provided by me are correct and true to the best of my knowledge, and no material fact having bearing on my selection has been suppressed or withheld.

Submit

Screen 12

4. Editing Applications

Applicants are allowed to edit their applications up till **six (06) months** of initial submission. After **six months**, their applications would automatically be move to archives. Applicant wishing to renew their application can do so using their archived data.

Applicants who have successfully submitted their application form would be able to edit their application by logging into the portal and clicking the “Applicant Profile” link available on the portal. (Refer Screen-13)

The screenshot displays the 'Resource Pool Portal' interface for National Highways & Infrastructure Development Corporation Ltd. The user 'Alok Sharma' is logged in, as indicated by the profile icon in the top right. The left sidebar contains links for 'Dashboard', 'Advertisement', and 'Applicant Profile'. The main content area is titled 'Personal Details' and contains the following fields:

- Full Name***: Alok Sharma
- Father's/Husband's Name***: Rajesh Sharma
- Email***: alok.sharma@gmail.com
- Mobile No***: 8765456123
- Date of Birth***: 12-Jan-1988
- Gender***: Male (dropdown menu)
- Pin Code***: 110008
- Correspondence Address***: Test address
- Permanent Address***: Test address (with a checkbox for 'Same as Correspondence Address')

Below these fields are three upload sections, each with a 'View' and 'Re-upload' button:

- Upload Photo***(Max size 2MB): <http://164.52.218.241/nhidcl/public/resource-pool-portal/candidat>
- Upload Signature***(Max size 2MB & file should be pdf only): <http://164.52.218.241/nhidcl/public/resource-pool-portal/candidat>
- Upload CV***(Max size 2MB & file should be pdf only): <http://164.52.218.241/nhidcl/public/resource-pool-portal/candidat>

A 'Save & Next' button is located at the bottom of the form.

Screen 13

(Please note that various screens referred in this document contains information for demonstration purpose. Applicants are requested to submit their respective details while filling the application form)