

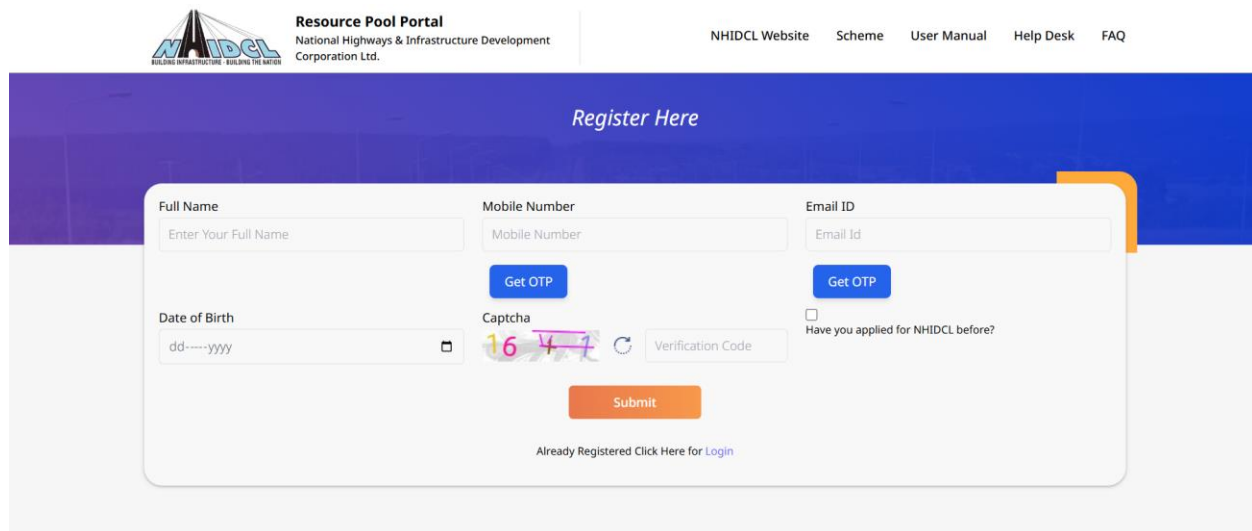
RESOURCE POOL PORTAL User Manual for Applicants

Helpdesk Email - [recruitment\[dot\]nhidcl\[at\]nhidcl\[dot\]com](mailto:recruitment[nhidcl[at]nhidcl[dot]com)

1. Registration Process for Applicants

Interested applicants can visit <https://www.nhidcl.com/application/login> 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)



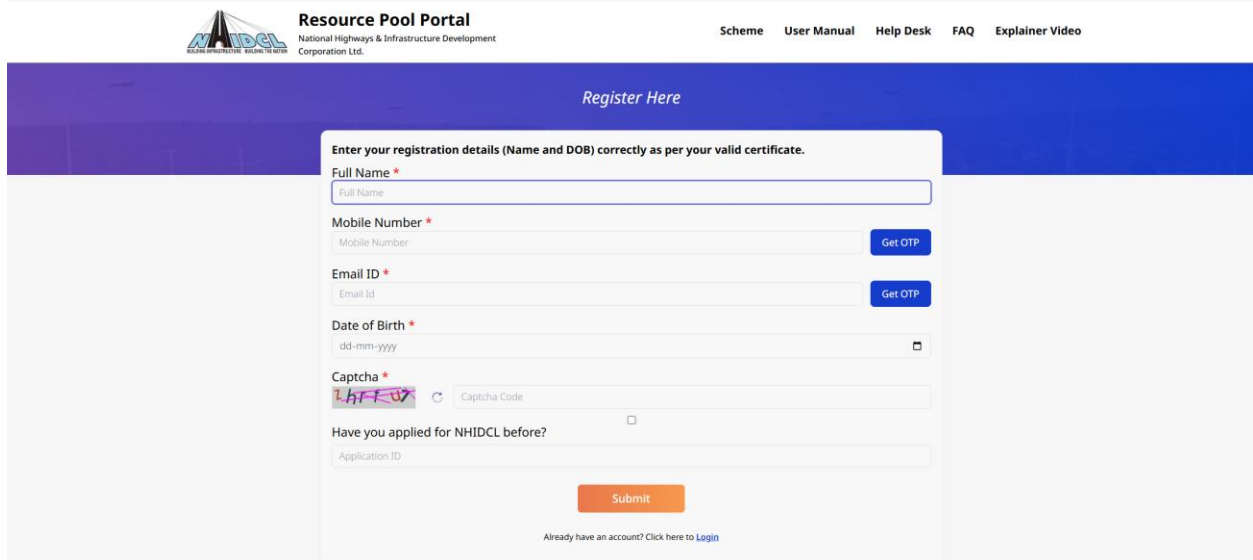
The screenshot shows the registration form on the NHIDCL Resource Pool Portal. The form is titled "Register Here" and is set against a blue background. The form fields are as follows:

- Full Name:** A text input field with the placeholder "Enter Your Full Name".
- Mobile Number:** A text input field with the placeholder "Mobile Number". Below it is a blue "Get OTP" button.
- Email ID:** A text input field with the placeholder "Email Id". Below it is a blue "Get OTP" button.
- Date of Birth:** A date picker field with the placeholder "dd----yyyy".
- Captcha:** A captcha image showing the numbers "1647" with a refresh icon.
- Verification Code:** A text input field for entering the verification code.
- Have you applied for NHIDCL before?:** A checkbox.
- Submit:** An orange "Submit" button.
- Already Registered:** A link that says "Already Registered Click Here for Login".

The top of the page features the NHIDCL logo and the text "Resource Pool Portal National Highways & Infrastructure Development Corporation Ltd." along with navigation links for "NHIDCL Website", "Scheme", "User Manual", "Help Desk", and "FAQ".

Screen 1

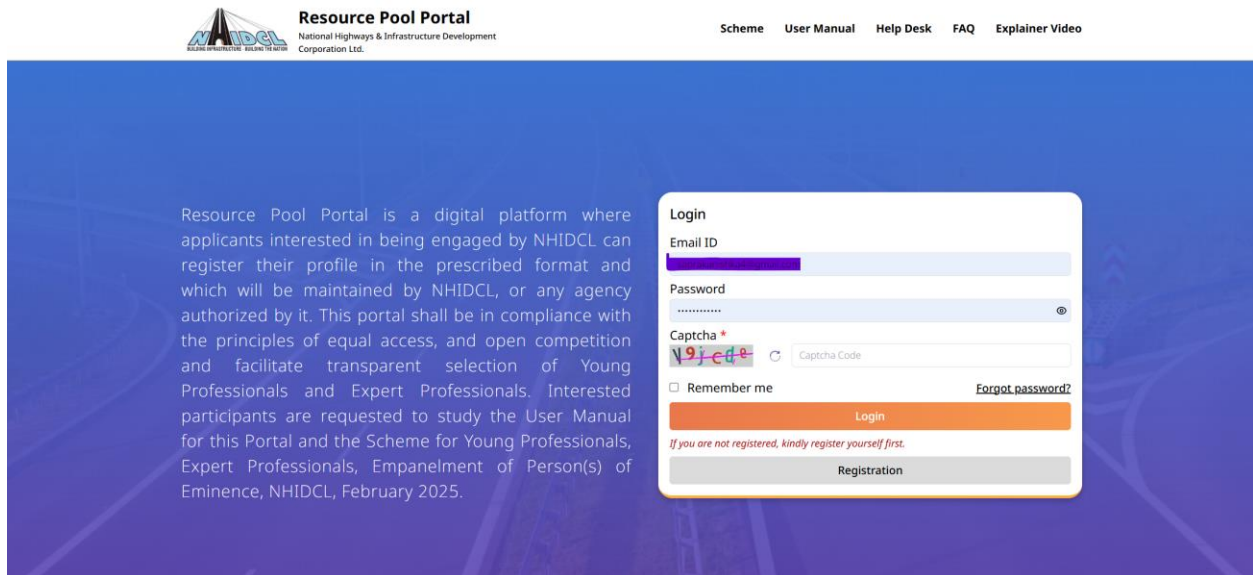
- After clicking on the 'Submit' button shown on Screen-1, an automated email would be sent by the portal to the applicants on their submitted emails with a profile verification link. After clicking on the profile verification link, they would be required to set their passwords to complete the registration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



Screen 2

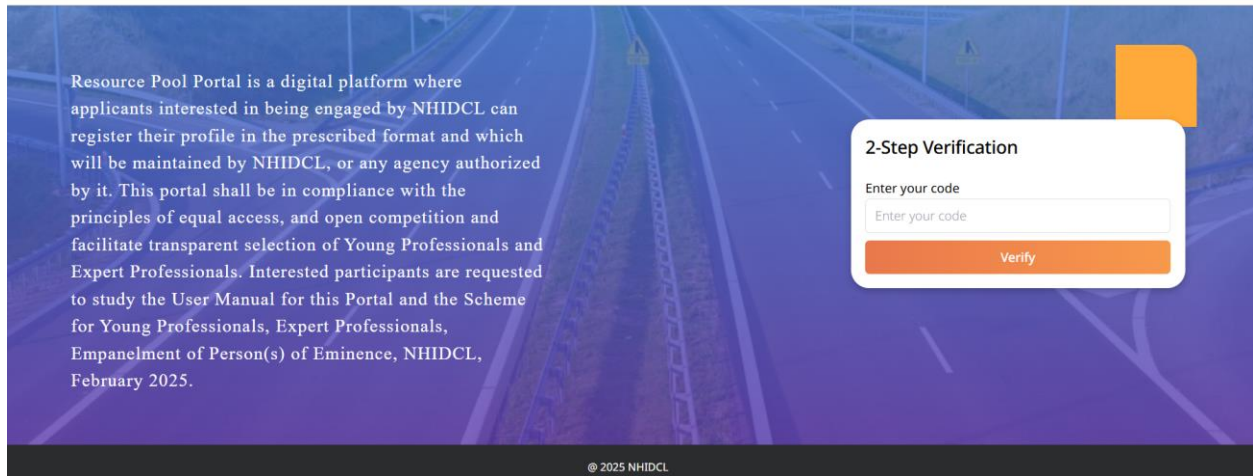
2. Login to the Portal

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



Screen 3

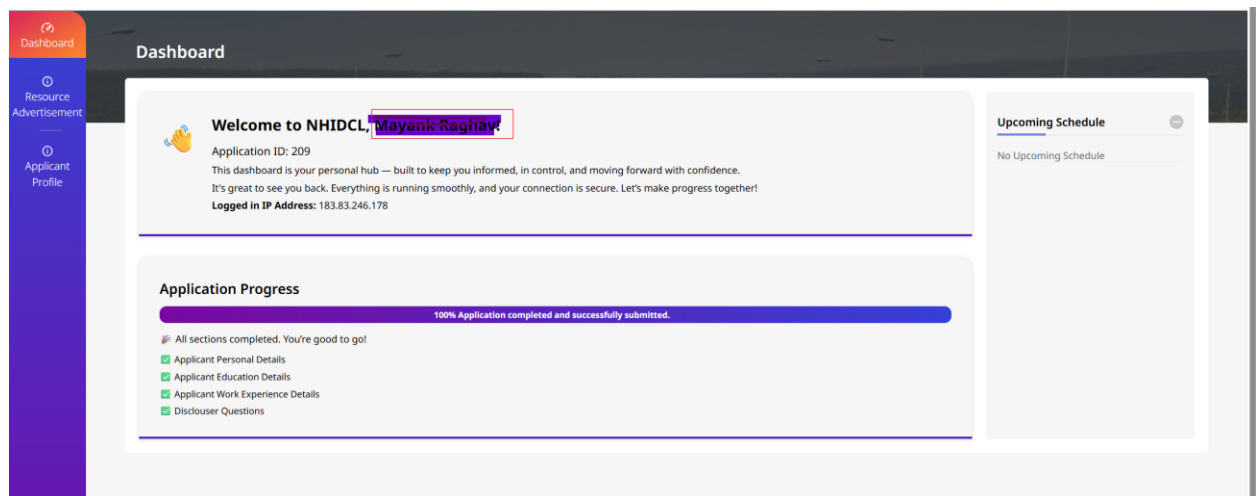
- After clicking on 'Login', an OTP will be sent to the registered mobile number and email address for authentication. (Refer Screen-4)



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

Applicant Profile

Personal Details | Educational Details | Work Experience Details | Competitive Exams | Additional Details | Training Details | Application Preview

Applied For *
Young Professional

State Applying For *
Choose state applying for

Full Name *
Mayank Raghav

Father's/Husband's Name *
Mr. D.S Raghav

Email *
mayank.nhdc125898@yopmail.com

Mobile No *
9856785478

Date of Birth *
01/01/2000

Gender *
Male

Spouse Name
Spouse Name

Spouse Mobile No
Spouse Mobile No

Correspondence Address *
Gaur City 2, Greater Noida, Uttar Pradesh, India

Pin Code *
201301

Permanent Address *
Gaur City 2, Greater Noida, Uttar Pradesh, India
 Same as Correspondence Address

Upload Passport Photo (Max size 2MB & file should be jpg, png only) *
https://www.nhdc.com/application/users/view/files/?pathName=uploads/candidate/photos/&fileName=6936768dbac7e_usersamplephoto.png
[View](#) [Remove](#)

Upload Signature (Max size 2MB & file should be jpg, png only) *
https://www.nhdc.com/application/users/view/files/?pathName=uploads/candidate/signature/&fileName=69367693963d9_signsamplephoto.jpg
[View](#) [Remove](#)

Upload CV / Resume (Max size 2MB & file should be pdf only) *
https://www.nhdc.com/application/users/view/files/?pathName=uploads/candidate/resume/&fileName=69367699b6b6e_test1750919524.pdf
[View](#) [Remove](#)

[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

Mayank Raghav
USER Resource Pool User

Applicant Profile

Personal Details | **Educational Details** | Work Experience Details | Competitive Exams | Additional Details | Training Details | Application Preview

Qualification *
Select Qualification

Course / Degree *
Select Course/Degree

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

Main Subject / Stream *
Select Main Subject / Stream

Course Mode *
Select Course Mode

Passing Year *
Select Passing Year

CGPA (If applicable)
CGPA

Percentage *
Percentage

Year of NIRF Ranking *
Select year of NIRF ranking

NIRF Ranking *
Enter your NIRF ranking

Upload Marksheet Certificate (Max size 2MB & file should be pdf only) *
Upload marksheet certificate files

Upload Degree Certificate (Max size 2MB & file should be pdf only) *
Upload degree certificate files

#	Qualification	Board/University/Collage	Main Subject/Stream	Course Mode	Passing Year	Percentage	NIRF Year	NIRF Ranking	Marksheet	Degree	Action
1	Postgraduate (PG)	Jaipur National University	Computer Science	Hybrid	2025	70.00	N/A	null	View	N/A	

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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.
- An option is available for applicants to choose whether they want to provide work experience details. Click “Yes” to enter the details or “No” if not. (Refer Screen-8)

Resource Pool Portal

Mayank Raghav
USER Resource Pool User

Applicant Profile

Personal Details | Educational Details | **Work Experience Details** | Competitive Exams | Additional Details | Training Details | Application Preview

Whether you want to submit your work experience details:
 Yes No

Employer/Organization name *
 Employer/Organization name

Post Held *
 Post Held

From Date *
 dd-mm-yyyy

To Date *
 dd-mm-yyyy

Nature of duties (in detail) *
 Nature of duties (in detail)

Employer Details (Place of Posting)
 Employer Details

Area of Expertise *
 Select Area of Expertise

Select Your Job Type *
 Select Job Type

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

Add Save & Next

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)

Applicant Profile

Personal Details | Educational Details | Work Experience Details | **Competitive Exams** | Additional Details | Training Details | Application Preview

Competitive Exams tab is optional

Name of Exam *
 --select exam--

Conducting Agency *
 --select conducting agency--

Appearing Year *
 --select exam--

Score *
 score

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

Add Save & Next

#	Name of Exam	Score	Appearing Year	Certificate	Action
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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)

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)

Screen 11

- **Preview:** Applicants can refer Screen-12 for previewing the entered profile information. Click on Final submit button. (Refer Screen-12)



Applicant Profile

- Personal Details
- Educational Details
- Work Experience Details
- Competitive Exams
- Additional Details
- Training Details
- Application Preview

Download Profile

User Information



Photo



Signature

Application ID	209
Applied For	Young Professional
State Applying For	
Name	Mayank Raghav
Gender	male
Father's/Husband's Name	Mr. D.S Raghav
Date of Birth	01-01-2000
Contact Number	9856785478
Email	mayank.nhidc2589@yopmail.com
Spouse Name	
Spouse Number	
Correspondence Address	Gaur City 2, Greater Noida, Uttar Pradesh, India
Pin Code	201301
Permanent Address	Gaur City 2, Greater Noida, Uttar Pradesh, India
Resume/CV	View

Education Qualification

#	Qualification	Board/University/Collage	Main Subject/Stream	Course Mode	Passing Year	Percentage	NIRF Passing Year	NIRF Ranking	Marksheet	Degree
1	Postgraduate (PG)	Jaipur National University	Computer Science	Hybrid	2025	70.00	N/A	0.00	View	N/A

Work Experience

#	Employer/Organization Name	Post Held	From - To Date	Experience	Nature of Duties	Job Type	Experience Certificate
1	Corpspeed ITES Private Limited	Software Engineer	15/08/2018 - 31/12/2020	2 Year	Software Engineer	Full-time	View
2	Ayusv Technologies Private Limited	Software Engineer	04/01/2021 - 13/06/2025	4 Year	Software Engineer	Full-time	View

Competitive Exam Details

#	Name of Exam	Score	Appearing Year	Certificate
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Additional Details

#	Award/Achievement Name	Award/Achievement Details	Award/Achievement Certificate
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Training Details

#	Name of Training/Certifications	Descriptions	Training Certificate
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Disclosure Questions - Submitted

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

Yes No

Whether any criminal case is pending against you?

Yes No

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

Yes No

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

Terms and Conditions:

I have gone through the procedure and schemes for engagement of Associate/Senior Associate/Consultant/Senior Consultant/Principal Expert/Senior Expert/Expert/Person of Eminence 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.

Final Submit

Screen 12

(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)