

HOW TO APPLY - Online Application Procedure

- (1) Candidates latest mobile number must be linked in his/her Aadhaar, as the same will be verified using One Time Password.
- (2) Candidate LATEST PHOTOGRAPH must be updated in the Aadhaar before downloading the e-Aadhaar and Offline Aadhaar XML for verification on exam day.
- (3) Candidate MUST carry latest copy of e-Aadhaar from <https://eaadhaar.uidai.gov.in> or Aadhaar Letter with LATEST PHOTOGRAPH and ADMIT CARD for Verification purpose. In case non availability of Admit Card OR mismatch in PHOTOGRAPH printed on e- Aadhaar/Aadhaar Letter and the candidate appearance, he/she will be disqualified.
- (4) Download "Offline Aadhaar XML File" from the following link and select " "Share Code" of your choice - <https://resident.uidai.gov.in/offlineaadhaar>
- (5) Create "New User" by uploading Offline Aadhaar XML File and providing Share Code and Mobile Number as per Aadhaar on the following link - <https://uidai.nseitexams.com/UIDAI/LoginAction.action>
- (6) After successful verification of Offline Aadhaar XML File and Mobile Number entered by candidate with registered mobile as per Aadhaar, an "OTP" will be send to the candidate mobile number to confirm his/her Registration and to provide consent to NSEIT Ltd to use the candidate's Offline Aadhaar Information.
- (7) Registration ID and Default Password will be send on the candidate mobile number and email ID. The Default Password has to be changed on first time login. Candidate must remember the Registration ID and new Password for appearing for the Certification exam and to view his/her details on NSEIT Registration Portal.
- (8) After login using the Registration ID and new password, candidate will be able to view "Offline Aadhaar details" prefilled in the Application Form. Candidate has to select his/her Education Qualifications, Certification Role, Preferred Test Center, Enrolment Agency Code and submit the Application Form.
- (9) After submission of Application Form, candidate will be have to click on " Payment Tab" having Two Option-
 - (a) Online Payment (applicable for new users)
 - (b) Already Paid (applicable for candidates who have paid fee in past but not scheduled their exam until the validity of payment i.e. 180 days and all the Valid Online Bulk Payment by any Enrolment Agency/Registrar)
- (10) Once the payment is successfully accepted, Candidate should take the "MOCK Exam" to understand the look and feel of the actual Certification Exam. The Seat Booking Page will also be activated, where the candidate can book his/her Test Center and Exam Slot and confirm their Booking.

- (11) After successful exam scheduling, Admit Card having all the details like Test Center, Exam Time, Address of Test Center, Important Points and Payment Details will be provided to the candidate.
- (12) NO REFUND POLICY - Fees once paid will not be refunded on any account. In case of any payment failure, please write to uidai_admin@nseit.com for refund or fresh payment.
- (13) VALIDITY OF FEE- The Certification fee is valid for a period of 180 days from the date of payment.
- (14) In case the slots are not available at the preferred Test Center after 15 days of Online Fee Payment, candidate should write a mail containing their Registration ID to uidai_admin@nseit.com or contact Training, Testing and Certification Division UIDAI HQ (<https://uidai.gov.in/contact-support/contact-directory/uidai-headquarter/training,-testing-certification-division.html>) for escalation and slot allocation.
- (15) For Bulk Online Payment, Bulk Online Registration and Bulk Online Scheduling, the Requesting Enrolment Agency/Registrar may contact Training, Testing and Certification Division UIDAI HQ (<https://uidai.gov.in/contact-support/contact-directory/uidai-headquarter/training,-testing-certification-division.html>)
- (16) For any other query, Candidates can contact on below given contact No. 02242706508 Timing: 9:30 AM - 6:00 PM (Monday - Saturday) or write to: uidai_admin@nseit.com