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# NTS-CANDIDATE PORTAL

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CANDIDATE MANUAL



# The NTS-CANDIDATE PORTAL

## APPLICATION SUBMISSION PROCESS

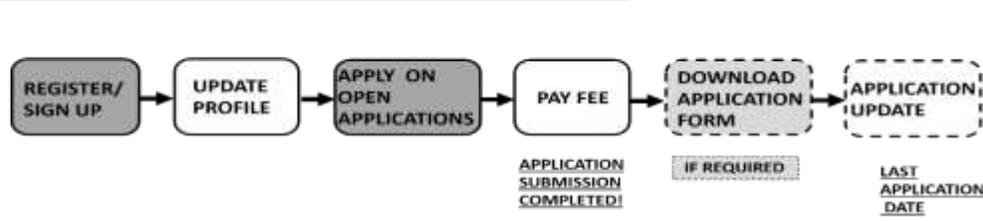


Figure 1: A candidate's process from SIGNUP to Application Submission. Optional: Download Printable Application form – pdf file. Allows One-time Application Update and Resubmission before Last Application Date.

## 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).

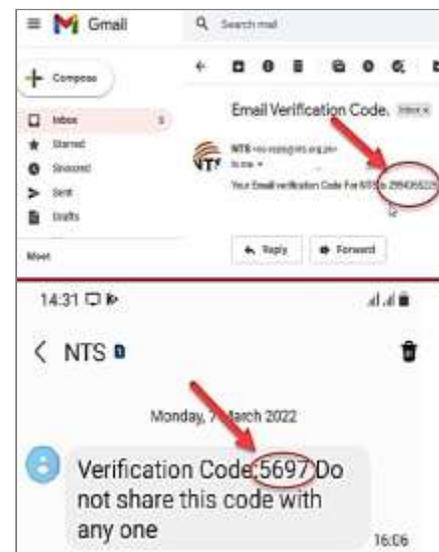


Figure 2: **STEP 1-** (Left) Candidate Register/Sign up page. All fields are required. Enter the verification codes sent by NTS candidate portal on your mobile no. and email address. (Right) Email and SMS verification codes sent by NTS portal.

**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.

The screenshot shows the 'Update Profile' page on the NTS Candidate Portal. The page is divided into several sections, each highlighted with a red callout box:

- 1. Photo Section:** This section contains two upload buttons: 'UPLOAD PROFILE PHOTO' and 'UPLOAD CNIC FRONT PHOTO'. To the right, there is a profile picture of a woman and a scan of her CNIC (National Identity Card).
- 2. Personal Information:** This section contains various input fields for personal details:
  - First Name: Kiana
  - Last Name: Daria
  - CNIC OR PASSPORT NUMBER: 6110150555555
  - Father Name: Adam Ji
  - Email: applyme.test@gmail.com
  - DOB: 01/01/2000
  - Permanent Address: Sector A11, Building 10, House 5
  - Postal Address: Sector A11, Building 10, House 5
  - Mobile Number: 0335 9911213
  - Province of Vehicle: Federal
  - District of Vehicle: Islamabad
  - Gender: Female
  - Blood Group: O-
  - Religion: Islam
  - Marital Status: Single
  - Current Occupation: N/A
- 3. Disability:** A section with a 'Disability Certificate' dropdown menu set to 'Select'.
- 4. Education:** A table for entering education details. It includes fields for Degree Year, Degree, Subject, Selected Subject, Year Passing, Marks Type, Obtained Marks, Total Marks, and Board/University.
 

Degree Year	Degree	Subject	Selected Subject	Year Passing
16-Year	BCS	Select Subjects	Computer Sciences -s Computer Engineering -s	12/31/2020
12-Year	ICS	Select Subjects	Mathematics -s Computer Sciences -s	03/31/2016
10-Year	O Level	Select Subjects	Mathematics -s Computer Sciences -s English -s	03/31/2014
- 5. Experience:** A section for entering work experience details. It includes fields for Job Type, Organization, Designation, Date From, and Date To.
 

Job Type	Organization	Designation	Date From	Date To
Private Job	Office Plus	Design Off	01/01/2021	12/31/2021 Currently Working

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

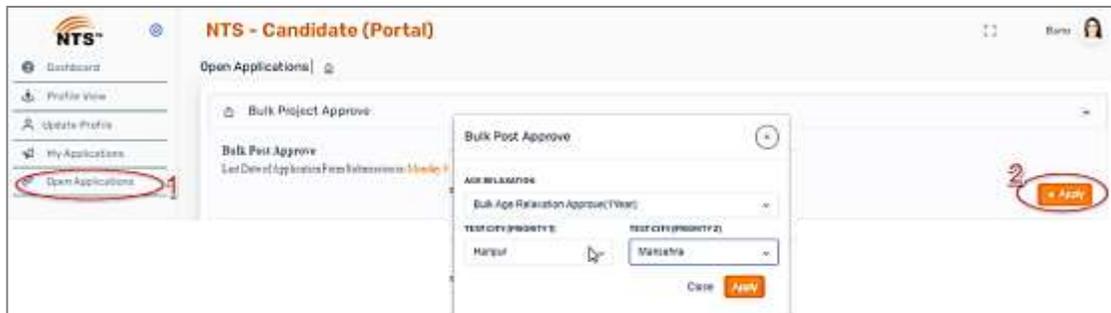


Figure 4: **STEP 3**– Open Applications - Click the project name to view the list of posts. Post Application form contains: post specific questions, age relaxation and test city options. The required questions are marked with asterisk(\*).

**STEP 4: Download the Fee Payment Slip (‘My Applications’ Page). Pay Fee [Offline or Online](#) (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 ‘Update Profile’ Page). After which, the printable application form can be downloaded directly.



Figure 5: **STEP 4:** Download the fee slip. For more information on Fee payment visit [NTS website](#)

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

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

Goto '**Update Profile**' page, update the profile information (if required), then goto **My Applications Page**, click "**Update Application W.R.T Profile**" 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**.

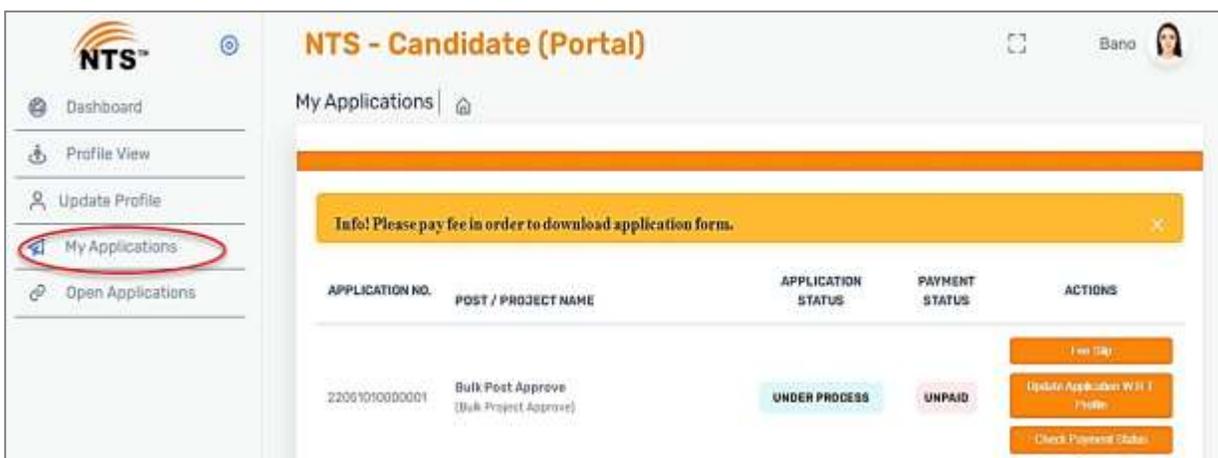


Figure 6:**STEP 6** – '**My Applications**' page. Action Buttons: Fee Slip, Update Application W.R.T Profile, Check Payment Status.

## 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 **STEP 6**.

**NOTE:**

A **REJECTED** candidate 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**.