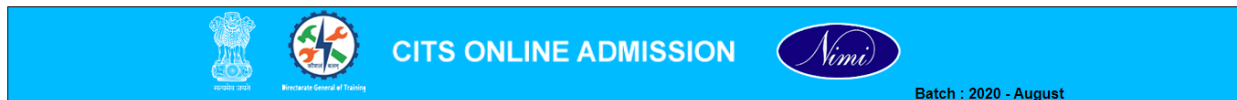


## CITS Registration – Help Document

**Step 1: Select ‘Registration Now!’ Link as shown in the below screen.**



[Return to Main Page](#)

<p>For CITS 2020 - August Session Registration Click the below link</p> <p><b>REGISTER NOW ! अभी पंजीकरण करें!</b></p> <ul style="list-style-type: none"><li>For CITS 2020 - August Session Registration Click the below link.</li><li>Once registered, use your registered Email &amp; Mobile No. registered to Login.</li><li>Keep a valid Email and active Mobile for receiving OTP for verification and receiving important messages.</li><li>Since Email, Mobile and Aadhar are Unique IDs, duplicate registrations are restricted using same IDs.</li><li>CITS 2020 के अगस्त सत्र के पंजीकरण हेतु नीचे दिए लिंक पर क्लिक करें</li><li>जैसे ही पंजीकरण हो जाए अपने पंजीकृत ई-मेल तथा मोबाइल नं का प्रयोग करके लॉगइन करें।</li><li>सत्यापन के लिए OTP तथा महत्वपूर्ण संदेश प्राप्ति हेतु मान्य ई-मेल एवं मोबाइल अपने पास रखें।</li><li>चूंकि ई-मेल, मोबाइल एवं आधार विशिष्ट IDs (पहचान उपकरण) हैं इन IDs (पहचान उपकरणों) का प्रयोग करते हुए दुबारा पंजीकरण नहीं हो सकता।</li></ul>	<p><b>Registered Candidates Login</b></p> <table border="1"><tr><td>Regd.Email</td><td><input type="text"/></td></tr><tr><td>Regd.Mobile</td><td><input type="text"/></td></tr></table> <p><b>45169</b> Type the above number: <input type="text"/></p> <p>Login</p>	Regd.Email	<input type="text"/>	Regd.Mobile	<input type="text"/>
Regd.Email	<input type="text"/>				
Regd.Mobile	<input type="text"/>				

**Step 2: Registration Form** - Fill your Personal details in the below Registration form and select **‘Submit’** Button.

On Successful Submission, You will be redirected to the OTP Verification Screen and OTP’s will be received in the Entered Email id and Mobile Number.



# CITS ONLINE ADMISSION



Batch : 2020

## ONE TIME REGISTRATION - CITS ADMISSION ONLINE | Step 1 - Submit Personal Details

Personal Details :	
Applicant Name / आवेदक का नाम :	FIRST   MIDDLE   LAST NAME
Date of Birth / जन्म की तारीख :	dd   mm   yyyy
Father / Husband / Guardian Name   पिता/पति/अभिभावक का नाम :	
Mother Name / माता का नाम :	
Gender / लिंग :	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender
Category / प्रवर्ग :	-Select-
Physically Challenged ?	<input type="radio"/> Yes <input type="radio"/> No
Ex-Servicemen ?	<input type="radio"/> Yes <input type="radio"/> No
Marital Status / वैवाहिक स्थिति :	<input type="radio"/> Married <input type="radio"/> Unmarried
UID No (Aadhaar / आधार) :	
Mobile No / मोबाइल नं. :	(Dont prefix '0')
Email / ई-मेल :	
Diploma Passed / उत्तीर्ण डिप्लोमा :	<input type="radio"/> Yes <input type="radio"/> No
ITI Passed / उत्तीर्ण ITI :	<input type="radio"/> Yes <input type="radio"/> No
ITI Certificate No. / प्रमाणपत्र संख्या :	
Certificate Type / प्रमाणपत्र का प्रकार :	
Certified Candidate Type/ उम्मीदवार प्रकार :	-Select-
ITI Trade / ट्रेड का नाम :	-Select-
Qualified for CITS under :	- Select - ( SCVT / CoE candidates cannot apply for CITS )

Address Details :	
Permanent Address / स्थायी पता	
Permanent City / स्थायी शहर	
Permanent State / स्थायी राज्य	Select
Permanent District / स्थायी जिला	Select State First
Permanent PIN / स्थायी पिन-कोड	
Permanent Phone / स्थायी फोन	
Correspondence Address is Same :	<input type="checkbox"/> Tick the Checkbox if Both Address are Same
Correspondence Address / पत्राचार का पता	
Correspondence City / शहर	
Correspondence State / राज्य	Select
Correspondence District / जिला	Select State First
Correspondence PIN / पिन-कोड	
Communication Phone / फोन	

Colored Rows are mandatory | Please note once submitted, the data cannot be changed later by yourself..  
 कृपया एक बार सबमिट कर दें, बाद में डेटा को अपने आप नहीं बदला जा सकता है।

Submit

**Step 3: OTP Verification** - Enter OTP's received in Email Id and Mobile Number in Appropriate fields as in the Below Screen and Select **'Verify'** Button.

Welcome Candidate : XXXXX XXXX XXXX | [View your Profile](#) Logout

**Step-2 : Verify OTP sent to your Email & Mobile**

Enter OTP sent to Mobile :  मोबाइल OTP

Enter OTP sent to Email :  ईमेल OTP

**Note :** Do verify OTP which is sent to your email and mobile, since all the communications will be through Email only. Important updates / notifications may be sent as SMS to your mobile. Hence keep updated the Email and Mobile.

टिप्पणी- आपके ई-मेल और मोबाइल पर भेजे गये OTP को सत्यापित करें। चूंकि पूरा संप्रेरण ई-मेल तथा मोबाइल के माध्यम से होगा तो महत्वपूर्ण ताजा स्थिति/सूचनाएं आपके मोबाइल पर SMS के रूप में भेजी जायेगी। अतः अपने ई-मेल और मोबाइल को अपडेट करके रखें

To Resend OTP | OTP को पुनः प्राप्त करने के लिए यहाँ क्लिक करें: | [Click Here](#)

**<< Important Dates >>**

- 23-01-2019 : Application Starts
- 31-01-2019 : Application Ends
- 10-02-2019 : Halltickets Download
- 15-02-2019 : Mock Test
- 17-02-2019 : Examination
- 20-02-2019 : Results Publishing
- 21-02-2019 : I Phase Counselling Starts...
- 23-02-2019 : I Phase Counselling Ends
- 24-02-2019 : II Phase Counselling Starts...
- 25-02-2019 : II Phase Counselling Ends

If OTP's was not received in Email id and Mobile Number, Select **'To Resend OTP - Click Here'** link to receive OTP again.

On Successful Verification, You will be redirected to Qualification details Screen.

**Step 4: Qualification Details** - Enter Academic and Technical Qualification details in the Below Screen and Select **'Submit'** Button.



Welcome Candidate : XXXXX XXXX XXXX | [View your Profile](#) Logout

**Activities**

- Registration
- Verification
- Qualification
- Document-Upload
- Apply Course
- Payment of Fee
- Hall-Ticket Download
- Choices of Study
- Admission

**ONE TIME REGISTRATION - CITS ADMISSION ONLINE**  
Step 3 - Qualification details

Academic Qualification : शैक्षिक योग्यता	
Examination Passed   परीक्षा पास की :	10th
School / Board / University Name स्कूल / बोर्ड / विश्वविद्यालय का नाम :	xxxxx university
Year of Passing   उत्तीर्ण होने का वर्ष :	2016
Major Subject   प्रमुख विषय :	Maths
% of Marks   अंक :	75
Grade   ग्रेड :	1

Technical Qualification : तकनीकी योग्यता	
Examination Passed   परीक्षा पास की :	Diploma
University / Institution / Council विश्वविद्यालय / संस्थान / परिषद :	xxxxx Institution
Trade Batch Name ट्रेड बैच का नाम :	Architectural Assistantship
Certificate Number प्रमाण पत्र संख्या :	xxxx123
Year of Passing उत्तीर्ण होने का वर्ष :	2015
Course Duration कोर्स की अवधि :	3 years
% of Marks   अंक :	78
Grade   ग्रेड :	2

[ Submit ]

<< Important Dates >>

- 23-01-2019 : Application Starts
- 31-01-2019 : Application Ends
- 10-02-2019 : Halltickets Download
- 15-02-2019 : Mock Test
- 17-02-2019 : Examination
- 20-02-2019 : Results Publishing
- 21-02-2019 : I Phase Counselling Starts...
- 23-02-2019 : I Phase Counselling Ends
- 24-02-2019 : II Phase Counselling Starts...
- 25-02-2019 : II Phase Counselling Ends

On Successful Submission, You will be redirected to Documents upload Screen.

**Step 5: Upload Document s-** Upload Photo with Signature, Community Certificate, 8<sup>th</sup> / 10<sup>th</sup> Certificate, NCVT / Diploma / Degree Certificate, Ex-Ser / PH / EWS Certificate by selecting '**Browse**' Button and After Browsing all the Documents Select '**Upload**' Button.

The Preview of the documents will be shown as below.

Welcome Candidate : XXXXX XXXX XXXX | [View your Profile](#) Logout

**Activities**

- Registration
- Verification
- Qualification
- Document-Upload
- Apply Course
- Payment of Fee
- Hall-Ticket Download
- Choices of Study
- Admission

**Upload Documents**

Photo with Signature	<input type="button" value="Choose File"/> for 3srutiny gopi pass.jpg
Community Certificate	<input type="button" value="Choose File"/> NO Gopi PAss.jpg MUST For SC/ST/OBC
8th / 10th Certificate	<input type="button" value="Choose File"/> Nc Vijayan M... Director.jpg
NCVT/Diploma/Degree Certificate	<input type="button" value="Choose File"/> Registration ... scrutiny.jpg
Ex-Ser / PH / EWS Certificate	<input type="button" value="Choose File"/> Untitled.jpg MUST For Reservation Quota

Gopi pass Document for 3 scrutiny

PAN Card [Gopi V, pass]

PAN Card [Vijayan, Managing Director]

Registration document for 3 rd scrutiny

Gopi pass Document for 3 scrutiny

**<< Important Dates >>**

- 23-01-2019 : Application Starts
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- 10-02-2019 : Halltickets Download
- 15-02-2019 : Mock Test
- 17-02-2019 : Examination
- 20-02-2019 : Results Publishing
- 21-02-2019 : I Phase Counselling Starts...
- 23-02-2019 : I Phase Counselling Ends
- 24-02-2019 : II Phase Counselling Starts...
- 25-02-2019 : II Phase Counselling Ends

On Successful Submission, You will be redirected to Apply Course Screen.

**Step 6: Trade Details** - Select the Trade that you are going to study from the Dropdown and Select **'Select Course'** Button.

Welcome Candidate : XXXXX XXXX XXXX | [View your Profile](#) Logout

**Activities**

- Registration
- Verification
- Qualification
- Document Upload
- Apply Course
- Payment of Fee
- Hall-Ticket Download
- Choices of Study
- Admission

Hello XXXXX XXXX XXXX/Male

**Select the Trade to Study**

**<< Important Dates >>**

- 23-01-2019 : Application Starts
- 31-01-2019 : Application Ends
- 10-02-2019 : Halltickets Download
- 15-02-2019 : Mock Test
- 17-02-2019 : Examination
- 20-02-2019 : Results Publishing
- 21-02-2019 : I Phase Counselling Starts...
- 23-02-2019 : I Phase Counselling Ends
- 24-02-2019 : II Phase Counselling Starts...
- 25-02-2019 : II Phase Counselling Ends

On Successful Submission, Select Choice / Preference of Location in the below Screen and Select **'Apply'** Button.

Welcome Candidate : XXXXX XXXX XXXX | [View your Profile](#) Logout

**Activities**

- Registration ✔ |
- Verification ✔
- Qualification ✔ |
- Document Upload ✔ |
- Apply Course ✔ |
- Payment of Fee
- Hall-Ticket Download
- Choices of Study
- Admission

Select Choice of Exam Centers

You have opted your Trade as : Carpenter

Choice 1 : Agartala ▼

Choice 2 : Allahabad ▼

Choice 3 : Bangalore ▼

Choice 4 : Chennai ▼

Apply Now !

[Change / Reselect Course](#)

**<< Important Dates >>**

- 23-01-2019 : Application Starts
- 31-01-2019 : Application Ends
- 10-02-2019 : Halltickets Download
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- 17-02-2019 : Examination
- 20-02-2019 : Results Publishing
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- 24-02-2019 : II Phase Counselling Starts...
- 25-02-2019 : II Phase Counselling Ends

If you want to Change the Trade Selected, Select **‘Change / Reselect Course’** link.

**Step 7: Preview** - Preview the details Entered and Uploaded. To Proceed Further Pay the fees by selecting **‘confirm and Pay Fees now!’** link.

Welcome Candidate : XXXXX XXXX XXXX | [View your Profile](#) Logout

**Activities**

- Registration ✔ |
- Verification ✔
- Qualification ✔ |
- Document Upload ✔ |
- Apply Course ✔ |
- Payment of Fee
- Hall-Ticket Download
- Choices of Study ✔
- Admission

**Verify Details of Application before Payment**

**DOCUMENTS UPLOADED**

Gopi pass Document for 3 scrutiny	PAN Card [Gopi V, pass]	PAN Card [Vjayan, Managing Director]	Registration document for 3 rd scrutiny	Gopi pass Document for 3 scrutiny
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**Personal Information**

Candidate Name :	XXXXXX XXXX XXXX
Father/Husband Name :	XXXXXXX Y
Mother Name :	XXXXXXX Y
Date of Birth :	1986-10-24
Gender :	Male
Category :	Other Backward Caste

**<< Important Dates >>**

- 23-01-2019 : Application Starts
- 31-01-2019 : Application Ends
- 10-02-2019 : Halltickets Download
- 15-02-2019 : Mock Test
- 17-02-2019 : Examination
- 20-02-2019 : Results Publishing
- 21-02-2019 : I Phase Counselling Starts...
- 23-02-2019 : I Phase Counselling Ends
- 24-02-2019 : II Phase Counselling Starts...
- 25-02-2019 : II Phase Counselling Ends

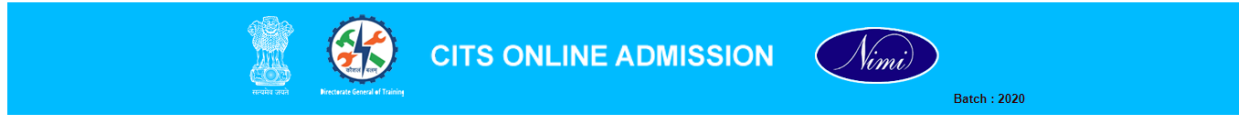
Trade Name :	Architectural Assistantship
Certificate No. :	xxxx123
Year of Passing :	2015
Course Duration :	3 years
Marks :	78
Grade :	2
<b>Course Applied CITS 2019 February Session</b>	
Trade Applied :	Carpenter
Exam Centre 1 :	Allahabad
Exam Centre 2 :	Jodhpur
Exam Centre 3 :	Patna
Exam Centre 4 :	Agartala
<b>Fees Paid Details</b>	
<a href="#">Confirm and Pay Fees Now !</a>	
On clicking the link, it is accepted, all the filled details are correct and cannot be altered thereafter payment is once made.	

**Step 8: Edit -** To Edit / Change the Entered and Uploaded details, Select 'Edit Icon' on the left menus as highlighted in the below screen.

The screenshot shows the CITS ONLINE ADMISSION portal interface. At the top, there are logos for the Government of India, Ministry of Skill Development and Entrepreneurship, and NIMI (National Institute of Industrial Management). The header includes 'CITS ONLINE ADMISSION' and 'Batch : 2020'. Below the header, the user is logged in as 'Welcome Candidate : XXXXX XXXX XXXX | View your Profile' with a 'Logout' link. The main content area is divided into three sections: a left sidebar with 'Activities', a central profile form, and a right sidebar with 'Important Dates'. The 'Activities' sidebar contains buttons for 'Registration', 'Verification', 'Qualification', 'Document Upload', 'Apply Course', 'Payment of Fee', 'Hall-Ticket Download', 'Choices of Study', and 'Admission'. The 'Registration' button has a red circle with a pencil icon, which is highlighted by a red arrow. The central profile form contains the same data as the first screenshot. The right sidebar lists important dates from 23-01-2019 to 25-02-2019.

**Once the fees has been paid the form cannot be edited, so kindly check and confirm the form before submitting**

## Step 9: Verify Billing Details and Select 'Pay Now' Button to pay the Registration fees.



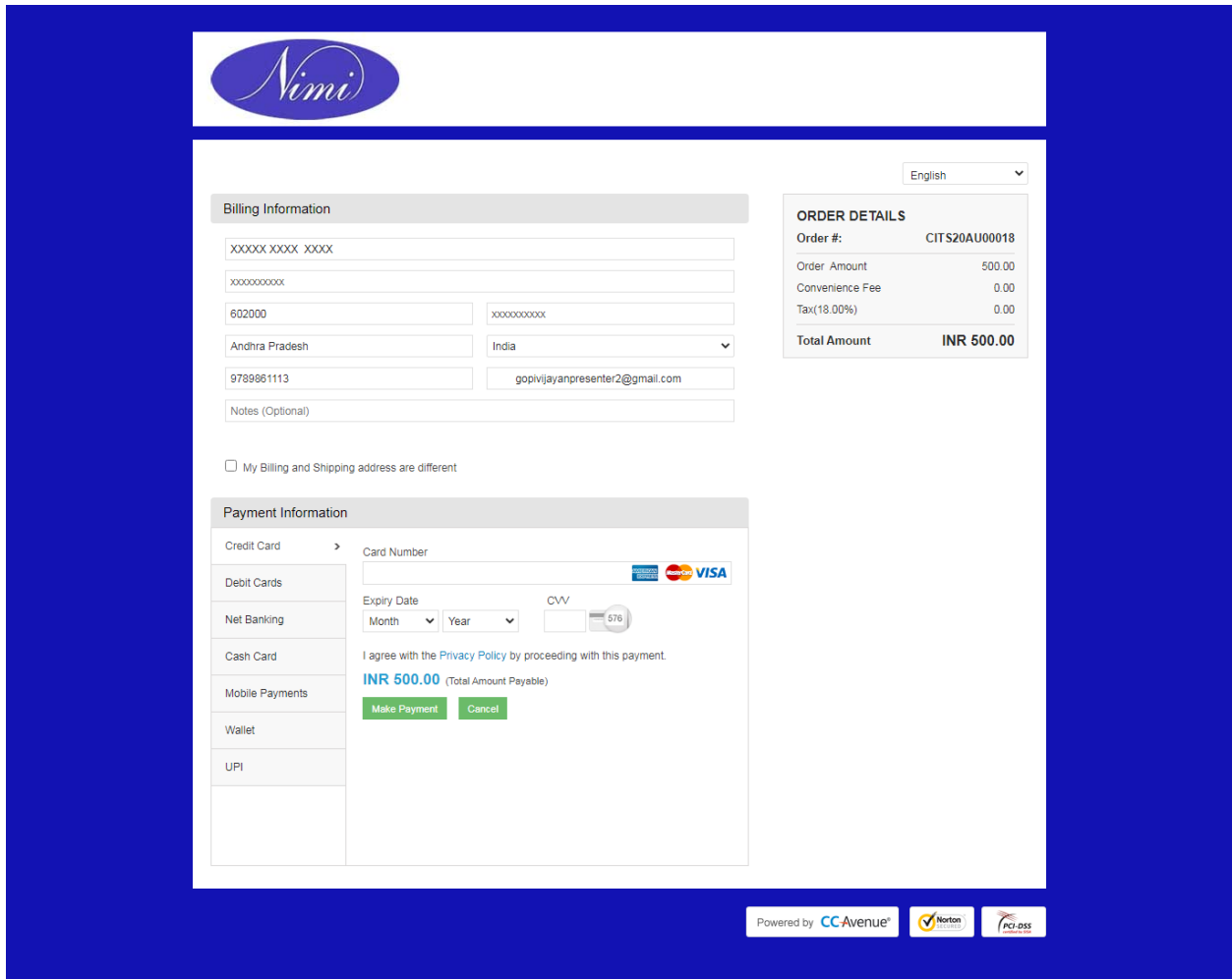
Welcome Candidate : XXXXX XXXXX XXXX | [View your Profile](#) [Logout](#)

<p><b>Activities</b></p> <p>Registration <input checked="" type="checkbox"/>   </p> <p>Verification <input checked="" type="checkbox"/></p> <p>Qualification <input checked="" type="checkbox"/>   </p> <p>Document Upload <input checked="" type="checkbox"/>   </p> <p>Apply Course <input checked="" type="checkbox"/>   </p> <p>Payment of Fee</p> <p>Hall-Ticket Download</p> <p>Choices of Study <input checked="" type="checkbox"/></p> <p>Admission</p>	<p><b>FAQ on Payment :</b></p> <ol style="list-style-type: none"> <li>If payment is made already, don't try to make again. Please wait it will be automatically updated in your User Dashboard within 48 Hrs.</li> <li>On confirmation of payment, a confirmation payment receipt is sent to candidate's registered email by CCAvenue. If you receive the email, then the payment is confirmed.</li> <li>Such unconfirmed transactions will not be reflected as successful and treated as unpaid and we are not responsible for any queries of non-confirmed payments.</li> <li>Don't close your browser after payment until the receipts generated by nimionlineadmission.in portal. In case failure, it will be automatically updated to your dashboard within 48 hrs.</li> </ol> <p>प्रस्थान भुगतान पर बार-बार पूछे जानेवाले</p>	<p style="text-align: center;"><b>Pay Application Fees</b></p> <p style="text-align: center;">Don't Alter any fields below</p> <table border="1"> <tr><td>TID :</td><td>1592138619892</td></tr> <tr><td>Application Ref Id :</td><td>CITS20AU00016</td></tr> <tr><td>Amount :</td><td>Rs. 500</td></tr> <tr><td colspan="2"><b>Billing information :</b></td></tr> <tr><td>Billing Name :</td><td>XXXXX XXXXX XXXX</td></tr> <tr><td>Billing Address :</td><td>xxxxxxxx xxxx x xxxxxxxx</td></tr> <tr><td>Billing City :</td><td>Testing 6</td></tr> <tr><td>Billing State :</td><td>Andaman &amp; Nicobar Islands</td></tr> <tr><td>Billing Zip :</td><td>602024</td></tr> </table>	TID :	1592138619892	Application Ref Id :	CITS20AU00016	Amount :	Rs. 500	<b>Billing information :</b>		Billing Name :	XXXXX XXXXX XXXX	Billing Address :	xxxxxxxx xxxx x xxxxxxxx	Billing City :	Testing 6	Billing State :	Andaman & Nicobar Islands	Billing Zip :	602024	<p style="text-align: center;"><b>&lt;&lt; Important Dates &gt;&gt;</b></p> <p>23-01-2019 : Application Starts</p> <p>31-01-2019 : Application Ends</p> <p>10-02-2019 : Halltickets Download</p> <p>15-02-2019 : Mock Test</p> <p>17-02-2019 : Examination</p> <p>20-02-2019 : Results Publishing</p> <p>21-02-2019 : I Phase Counselling Starts...</p> <p>23-02-2019 : I Phase Counselling Ends</p> <p>24-02-2019 : II Phase Counselling Starts...</p> <p>25-02-2019 : II Phase Counselling Ends</p>
TID :	1592138619892																				
Application Ref Id :	CITS20AU00016																				
Amount :	Rs. 500																				
<b>Billing information :</b>																					
Billing Name :	XXXXX XXXXX XXXX																				
Billing Address :	xxxxxxxx xxxx x xxxxxxxx																				
Billing City :	Testing 6																				
Billing State :	Andaman & Nicobar Islands																				
Billing Zip :	602024																				

<p><b>प्रश्न :</b></p> <ol style="list-style-type: none"> <li>यदि भुगतान किया जा चुका है तो फिर से मत कीजिए । कृपया प्रतीक्षा कीजिए यह विवरण आपके यूजर डैशबोर्ड पर 48 घंटों के अपने आप अपडेट हो जाएगा ।</li> <li>भुगतान के पंजीकरण के पश्चात् पुष्टीकरण रसीद उम्मीदवार की पंजीकृत ई-मेल पर CC एवन्यू से भेजी जाएगी । यदि आपको ई-मेल मिलती है तो आपके भुगतान की पुष्ट हो गयी है ।</li> <li>यदि अदायगी पुष्टीकरण सफल प्रदर्शित नहीं होता है तो यह माना जाएगा कि भुगतान नहीं हुआ है और भुगतान के पुष्टीकरण न होने की जिम्मेदारी हमारी नहीं होगी ।</li> <li>भुगतान के बाद अपने ब्राउज़र को तब तक बन्द न करें जब तक कि nimionlineadmission.in पोर्टल से रसीद तैयार नहीं होती है । असफलता की स्थिति में वह आपके डैश बोर्ड पर 48 घंटे में अपडेट हो जाएगी ।</li> </ol>	<table border="1"> <tr><td>Billing Country :</td><td>India</td></tr> <tr><td>Billing Tel :</td><td>9789861113</td></tr> <tr><td>Billing Email :</td><td>gopivijayanpresenter2@gmail.com</td></tr> <tr><td colspan="2" style="text-align: center;"><input type="button" value="PayNow"/></td></tr> </table> <p><a href="#">Preview your application</a> before proceeding to payment. After payment, no corrections can be done.</p>	Billing Country :	India	Billing Tel :	9789861113	Billing Email :	gopivijayanpresenter2@gmail.com	<input type="button" value="PayNow"/>	
Billing Country :	India								
Billing Tel :	9789861113								
Billing Email :	gopivijayanpresenter2@gmail.com								
<input type="button" value="PayNow"/>									



## Step 10: Payment - Pay the Registration fees in the List of Payment modes as shown in the below screen.




The screenshot displays the Nimi payment interface. At the top left is the Nimi logo. A language dropdown menu is set to 'English'. The page is divided into three main sections: Billing Information, Payment Information, and Order Details.

**Billing Information**

XXXXX XXXX XXXX  
XXXXXXXXXX  
602000 XXXXXXXXXXXX  
Andhra Pradesh India  
9789861113 gopivijayanpresenter2@gmail.com  
Notes (Optional)

My Billing and Shipping address are different




**Payment Information**

Credit Card > Card Number [REDACTED]   
Debit Cards  
Net Banking  
Cash Card  
Mobile Payments  
Wallet  
UPI

Expiry Date Month Year CVV [REDACTED] 576  
I agree with the [Privacy Policy](#) by proceeding with this payment.  
**INR 500.00** (Total Amount Payable)  
[Make Payment](#) [Cancel](#)

**ORDER DETAILS**

Order #: CITS20AU00018  
Order Amount 500.00  
Convenience Fee 0.00  
Tax(18.00%) 0.00  
**Total Amount INR 500.00**

Powered by   

**Step 10: On Successful Payment, Select 'Close' Button as shown in the Below Screen.**

**CITS ONLINE EXAMS**

2020-06-14 12:56:09  
2020-06-14 12:56:09

109874799814-CITS20AU00016-Success | Updated successfully and receipt is generated.

**Payment is Updated successfully.. Close the window for safety reasons.**

**Thank you for registering. A email confirmation is sent to your registered email through CCAvenue. Please refresh your User Dashboard to update..**

Close



Welcome Candidate : XXXXX XXXXX XXXX | [View your Profile](#) [Logout](#)

<p><b>Activities</b></p> <ul style="list-style-type: none"><li>Registration <span style="color: green;">✔</span></li><li>Verification <span style="color: green;">✔</span></li><li>Qualification <span style="color: green;">✔</span></li><li>Document-Upload <span style="color: green;">✔</span></li><li>Apply Course <span style="color: green;">✔</span></li><li>Payment of Fee <span style="color: green;">✔</span></li><li>Hall-Ticket Download</li><li>Choices of Study <span style="color: green;">✔</span></li><li>Admission</li></ul>	<p><b>APPLICATION PROCESS COMPLETED SUCCESSFULLY.</b></p> <p><b>Please watch the site for regular updates..</b></p> <p>Updates will be sent via Email and Mobile also.</p> <p>For any queries write to us : <a href="mailto:nimionlineadmission@gmail.com">nimionlineadmission@gmail.com</a></p>	<p><b>&lt;&lt; Important Dates &gt;&gt;</b></p> <ul style="list-style-type: none"><li>23-01-2019 : Application Starts</li><li>31-01-2019 : Application Ends</li><li>10-02-2019 : Halltickets Download</li><li>15-02-2019 : Mock Test</li><li>17-02-2019 : Examination</li><li>20-02-2019 : Results Publishing</li><li>21-02-2019 : I Phase Counselling Starts...</li><li>23-02-2019 : I Phase Counselling Ends</li><li>24-02-2019 : II Phase Counselling Starts...</li><li>25-02-2019 : II Phase Counselling Ends</li></ul>
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**Your Application is submitted successfully and will be contacted shortly through Email / Mobile.**

**Thank You**

**NIMI Team**