Steps to check Payment failure (where application fee has already been deducted)

Step 1: Log-in to the online portal and select the post for which fee has already been paid/deducted and click on the **Edit** button.

S.No.	Post	Action	Application Status
1	~~Assistant Registrar~~	▮▮▮▮▮▮▮	Not Submitted
2	▮▮▮▮▮▮▮	Download/Print Form	Submitted
3	Lower Division Clerk	Edit	Not Submitted

Step 2: Click on the Preview tab, select the I agree checkbox and click on **Next Section** button.

Step 3: Select the appropriate category for which the application fee has been debited already.

Step 4: Click on the **Proceed to Payment Gateway** button.

Step 5: **Payment successful** message will be displayed, and the status of the application will be updated to **Download/Print Form** and application status will be updated to **Submitted**.

In the above steps, if you are redirected to the payment gateway again, or the status of the application form does not change, please send us an email at: sysadmin@nagalanduniversity.ac.in