| Step-1 | The applicant shall visit the url/ web page https://www.onlinesbi.sbi |
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| Step-2 | On the home page click on **SB Collect** |
| Step-3 | In a new screen SB Collect Page will appear/ open<br>Click on **PSU-Public Sector Undertaking** |
| Step-4 | ➤ In the new screen, type **NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED** in the **search option.**<br>➤ The Corporation's name will appear with different State options.<br>➤ Select **NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED with** All India option |
| Step-5 | New screen will appear to enter payment details<br>In the payment category choose **SHILLONG-PARTIES** from the drop down. |
| Step-6 | Other details will appear in the screen. Here the applicant need to fill all the required information.<br> I. Under **Name of PAYER:** The applicant shall write his Name<br> II. Under **Short Details of Payment** the applicant shall write the post code for which he/she is applying for<br> III. Under **Type of PAYER** choose **APPLICATION FEE** from the dropdown.<br> IV. Under **PAYMENT AMOUNT** the applicant shall fill up the Application fee as per the advertisement<br> V. Under **Enter Your Details: Individual** details are to be filled up<br> VI. Then click to accept **I have read and agreed to the Terms & Conditions**<br> VII. Fill Captcha<br> VIII. Check the details and click next |
| Step-7 | In a new screen payment details will appear. Verify the details and click **NEXT** |
| Step-8 | A new screen will appear for payment. **Multi Option Payment system will be available for making payment.**<br>Please select amongst (i) Netbanking (ii) Card payment (iii) Other payment Modes as per your convenience |
| Step-9 | **A. Under Netbanking** there are two options<br>   (i) State Bank of India (ii) Other Banks internet Banking<br>   Select the appropriate one and make payment<br> **B. Under Card payment option** (This payment mode is not available between 23:30 hours IST and 00:30 hours IST) there are three windows available<br>   (i) **Rupay Debit Card (ii) Credit Cards (iii) Prepaid Cards**<br>   Select the appropriate one and make payment<br> **C. Under Other Payment Modes** there are three options available<br>   (ii) **Branch (ii) NEFT/ RTGS (iii) UPI (***UPI is not available between 22:30 hours IST and 23:30 hours IST)*<br>   Select the appropriate one and make payment |
| Step-10 | **After successful payment, the system will generate a receipt. Keep a copy of receipt for reference. The receipt generated by the SBI Collect need to be attached with the online application.**<br>The receipts may also be generated from **TRANSACTION HISTORY** under SB Collect. The system generated receipt shall be downloaded for submission with the application form. |