

## RECRUITMENT OF ASSISTANT/UDC/JPA/STENOGRAPHER- 2022

### FREQUENTLY ASKED QUESTIONS AND ANSWERS

1.	<p><b>I wish to apply for the post of Assistant/UDC/JPA/Stenographer. I am unable to find the Link. Can you please send the direct link?</b></p> <p><b>Answer:</b> Link for applying online is available in the “CAREERS” portal of ISRO Website <a href="http://www.isro.gov.in">www.isro.gov.in</a>. Please click on the corresponding advertisement (Heading) → click on “Visit Page” link and scroll down through the advertisement to see the link for applying online.</p>
2.	<p><b>I have applied/registered for the Assistant/UDC/JPA/Stenographer. I did not get any email confirming my registration. Where do I find the Registration Number?</b></p> <p><b>Answer:</b> Once application is successfully submitted the registration number will be displayed on the screen. This registration number has to be noted down immediately and to be preserved for future correspondence. A separate email will also be sent to your e-mail id on successful submission of an application.</p>
3.	<p><b>My College/Institute/University name does not appear in the list given? Which university should I select?</b></p> <p><b>Answer :</b> You may select “other Universities” option available in the drop down menu.</p>
4.	<p><b>I am Male (General/OBC) candidate. I applied/registered for the post of Assistant/UDC/JPA/Stenographer. But I am unable to get/see the “make payment” button/option.</b></p> <p><b>Answer:</b> All Women candidates; and Scheduled Castes (SC)/ Scheduled Tribes (ST); Ex- servicemen [EX-SM] and Persons with Benchmark Disabilities (PWBD) candidates are exempted from payment of Application Fee. Please check if you have opted for any of these categories while submitting online application.</p>
5.	<p><b>I am Woman/Female (General/SC/ST/OBC/PWBD) candidate. I applied/registered for the post of Assistant/UDC/JPA/Stenographer. But I am unable to get/see the “make payment” button/option. How do I pay application fee?</b></p> <p><b>Answer:</b> All Women candidates (General/SC/ST/OBC/PWBD) are exempted from payment of Application Fee. Female candidates need not pay application fee. Hence you will not get “Make Payment” button/option. <b>You will get an email on successful submission of online application.</b></p>
6.	<p><b>I have applied/registered successfully for the Assistant/UDC/JPA/Stenographer. What all documents I have to send to ISRO Headquarters? Whether Application Print out has to be sent? Whether I have to send my Photo? Where to upload my Photo?</b></p> <p><b>Answer:</b> Candidates need not send any documents to ISRO HQ; however candidates have to produce the original documents, as and when required by the office. Candidates who are employed under Central/State Government, Public Sector Undertakings, Autonomous Bodies etc. have to submit ‘<b>No Objection Certificate</b>’ from the employer concerned, at the time of Skill test or as and when called for by ISRO.</p>
7.	<p><b>I have successfully registered/applied for the Assistant/UDC/JPA/Stenographer. When will be the written test?</b></p> <p><b>Answer:</b> Details regarding written test will be made available in the web-site against the advertisement, as and when finalised.</p>

8.	<p>I am currently employed under Central/State Govt/PSU/ Autonomous Body and I have successfully registered/applied for the Assistant/UDC/JPA/Stenographer. How do I send the “No objection certificate” to the ISRO HQ? i.e. by Speed Post/ Ordinary Post/Registered Post/Courier etc.</p> <p><b>Answer:</b> NOC need to be submitted at the time of skill test or as and when called for by ISRO. However, the candidate should apply for the post only under intimation to and with the prior permission of the employer.</p>
9.	<p>I am working in a private sector/MNC. Am I supposed to submit No Objection Certificate?</p> <p><b>Answer:</b> No.</p>
10.	<p>I have gained employment under Central/State Govt/PSU/Autonomous Body in the recent past. Is NOC required for attending the skill test, as my employment status was different at the time of applying for the post ?</p> <p><b>Answer:</b> A candidate who may gain/change employment after applying for the post, is required to inform the employer the particulars of his/her application and shall mandatorily submit NOC at the time of Skill test.</p>
11.	<p>I have applied for the Assistant/UDC/JPA/Stenographer. If I am not shortlisted for the written test, whether my Application Fee can be refunded?</p> <p><b>Answer:</b> No. The ‘Application Fee’ is Non-refundable and shall not be refunded in any case.</p>
12.	<p>I am employed in Central Government. However I have not completed 3 years of service. Whether, in the online application I should select option ‘Yes’ or ‘No’?</p> <p><b>Answer:</b> You may select the option “No” if, you have not completed 3 years of continuous service. However, you are required to produce NOC at the time of skill test, if short-listed or as and when called for by ISRO.</p>
13.	<p>I have applied/registered for the Assistant/UDC/JPA/Stenographer. I have committed error while entering DOB/Name/Address/Marks etc? Can I rectify the details?</p> <p><b>Answer:</b> No. There is no provision for editing the details already submitted online. Hence, you may reconfirm all the details entered before final submission. Candidates may, if required, submit a fresh application. However, the latest/last application submitted before the ‘last date of submitting application-i.e. 09.01.2023’ shall be taken as final. Candidates may note that after 09.01.2023 no details including category (SC/ST/OBC/EWS/UR) shall/can be edited on request. Hence candidates may reconfirm all the details entered before ‘last date of submitting application-i.e. 09.01.2023.</p>
14.	<p>I have applied/registered for the Assistant/UDC/JPA/Stenographer. I am facing some technical issues with online payment. Whom do I contact for help?</p> <p><b>Answer:</b> <u>ISRO does not hold responsibility in case of non-payments of application fee, due to transactions which are either pending or failed. Candidates may if required contact their Banks and ensure that the payments are successful.</u> An alternative method of payment of application fee i.e. by mode of challan, by personally visiting SBI is also provided to the candidates. (Receiving of debit message on mobile phones of the candidates does not necessarily mean that the application fee is received by ISRO. Candidates may check the payment status link on ISRO website for re-confirming the payment status)</p>

15.	<p><b>I have applied/registered for the Assistant/UDC/JPA/Stenographer. I have not made the payment the same day of submitting online application. Now, I wish to make payment. What is the procedure?</b></p> <p><b>Answer:</b> Link for applying online is available in the “CAREERS” portal of ISRO Website <a href="http://www.isro.gov.in">www.isro.gov.in</a>. Please click on the corresponding advertisement (Heading). Next click on “Visit Page” link. Scroll Down to see a link for making online payment. The candidate can pay the fee before the last day for payment of fee (09.01.2023) by accessing the link "Make Payment" link available in advertisement page. Candidate has to provide his registration number, Date of Birth and later click on the "Make Payment" button and follow the payment process.</p>
16.	<p><b>I have applied/registered for the Assistant/UDC/JPA/Stenographer. But I do not have Online Payment Facility. How do I pay the Application Fee?</b></p> <p><b>Answer:</b> The candidate can choose “Offline” payment option available after clicking on “Make Payment” link. A Challan/remittance form is generated which may be downloaded and printed. The candidate may now make offline payment by cash by visiting any of the nearest SBI Branches using the printed Challan/remittance form.</p>
17.	<p><b>I have applied/registered for the Assistant/UDC/JPA/Stenographer and selected “Offline Payment” mode. But I could not print the Challan/Remittance Form. How do I get Challan/Remittance Form at later date?</b></p> <p><b>Answer:</b> Link for downloading Challan/Remittance Form is available in the ONLINESBI Website (<a href="https://www.onlinesbi.com/prelogin/mopsremittanceform.htm">https://www.onlinesbi.com/prelogin/mopsremittanceform.htm</a>)</p> <p>Please click on the above mentioned link. Select Merchant Name “ISRO” from the drop down menu. Enter the other details required like, Bank Reference Number or Merchant Reference Number, Date of Birth or Mobile Number and Click on “Go” Button. A Challan/remittance form is generated which may be downloaded and printed. The candidate may now make offline payment by cash by visiting any of the nearest SBI Branches using the printed Challan/remittance form.</p>
18.	<p><b>I have applied/registered for the Assistant/UDC/JPA/Stenographer. I have made online payment of application fee. I wish to check the payment status. What is the procedure? / Where can I check the payment status?</b></p> <p><b>Answer:</b> Link for applying online is available in the “CAREERS” portal of ISRO Website <a href="http://www.isro.gov.in">www.isro.gov.in</a>. Please click on the corresponding advertisement (Heading). Next click on “Visit Page” link. Scroll Down to see a link checking the payment status. The candidate can click on the "Payment Status" link to check the payment status, after 24 hours of having made the online payment. <i>(Status updates shall not be available on Saturdays, Sundays, and any public holidays. Receiving of debit message on mobile phones of the candidates does not necessarily mean that the application fee is received by ISRO. Candidates may check the payment status link on ISRO website for re-confirming the payment status).</i></p>
19.	<p><b>I am an Ex-serviceman. I wish to apply for the post of Assistant/UDC/JPA/Stenographer. What is the age relaxation provided to Ex-servicemen?</b></p> <p><b>Answer:</b> Age relaxation is as per the Government of India orders.</p>
20.	<p><b>Please find attached herewith my CV/ Resume. Kindly let me know whether I am eligible for the Assistant/UDC/JPA/Stenographer. Please inform as to when can I attend the written test?</b></p>

	<p><b>Answer:</b> Only online applications are accepted. You may visit our website at <a href="http://www.isro.gov.in">www.isro.gov.in</a> to apply.</p>
21.	<p><b>My course period is 3 years. I had some backlogs and completed the course by 4 years with an aggregate more than 60%/6.32 CGPA out of 10. Am I eligible?</b></p> <p><b>Answer :</b> No. You have to complete the course within the period stipulated for completion of course by the University.</p>
22.	<p><b>It is mentioned in the advt “Posts are Temporary, likely to continue”. What does this mean? Whether the posts are contractual/permanent?</b></p> <p><b>Answer:</b> The posts are permanent, but will remain Temporary until the incumbent completes prescribed period of probation.</p>
23.	<p><b>I am Male (General/OBC) candidate. I applied/registered for the Assistant/UDC/JPA/Stenographer. I have submitted two/more than two applications for the same post. Whether my candidature will be rejected?</b></p> <p><b>Answer:</b> In case of submission of duplicate/multiple applications, the application against which the ‘application fee’ has been received within the last date for payment of application fee (11.01.2023) only will be considered. Applications are considered to be duplicate, only if all details entered in both applications are identical.</p>
24.	<p><b>I am Woman/Female (General/SC/ST/OBC/PWBD) candidate. I applied/registered for the post of Assistant/UDC/JPA/Stenographer. I have submitted two/more than two applications for the same post. Whether my candidature will be rejected?</b></p> <p><b>Answer:</b> In case of submission of duplicate/multiple applications by Women candidates/Scheduled Castes (SC)/ Scheduled Tribes (ST); Ex-serviceman [EX-SM] and Persons with Benchmark Disabilities (PWBD) candidates, the last application submitted before the last date for submission of application (09.01.2023) shall be considered for further processing. Applications are considered to be duplicate, only if all details entered in both applications are identical.</p>
25.	<p><b>I wish to apply for the post of Assistant/UDC/JPA/Stenographer. Is there any relaxation in Educational Qualification/Marks for SC/ST/OBC/PWBD Candidates?</b></p> <p><b>Answer:</b> No. There is no relaxation in Educational Qualification/Marks for any categories.</p>
26.	<p><b>I wish to apply for the said post. My last semester/year results are not declared. Am I eligible to apply?</b></p> <p><b>Answer:</b> No. Candidates who have completed their Graduation, as on the date of application can only apply for the current advertisement.</p>
27.	<p><b>I have PG qualification with an aggregate more than 60%/CGPA of 6.32/10. But my aggregate percentage in Graduation is less than 60%/CGPA of 6.32/10. Am I eligible to apply?</b></p> <p><b>Answer:</b> No.</p>
28.	<p><b>My CGPA/CPI is less than 6.32. However, after conversion according to my University Conversion Factor my percentage is more than 60%. Am I eligible to apply?</b></p> <p><b>Answer:</b> No. Candidates with CGPA/CPI mentioned on the University certificate are not allowed to convert the CGPA/CPI into percentage.</p>
29.	<p><b>My aggregate percentage (average of all semesters) is less than 60%. However, after conversion according to my University Conversion Factor my CGPA/CPI turns out to be more than 6.32 Am I eligible to apply?</b></p>

	<b>Answer:</b> No. Candidates with percentage mentioned on the University certificate are not allowed to convert the percentage into CGPA/CPI.
30.	<b>I have Graduation with 6.319 CGPA/CPI. Am I eligible to apply?</b> <b>Answer:</b> No. You should have minimum 6.32 CGPA(without rounding-off).
31.	<b>I have completed my SSLC/10<sup>th</sup> standard before attaining age of 15 years; and completed Graduation before attaining age of 21 years. I am getting an error message for entering the date of birth. How do I proceed?</b> <b>Answer:</b> You may kindly contact ICRB Cell on the phone numbers mentioned below(at the end of the FAQs).
32.	<b>Can I apply for Post No.1, 2, 3, 4, 5 and 6?</b> <b>Answer :</b> Yes, if you are fulfilling the eligibility criteria for all the posts. You can apply for Post No. 1, 2, 3, 4, 5 and 6 separately and make separate payments for each post, if applicable. However, it may be noted that you cannot apply for the same post at two different zones and if applying for different posts, you may choose a common written test centre for Post Nos. 1, 3, & 5 and Post Nos.2, 4 & 6.
33.	<b>I have registered under National Career Services (NCS) Portal. Do I still have to apply online?</b> <b>Answer:</b> Yes. The candidates registered under National Career Services (NCS) portal and fulfilling the eligibility conditions may visit ISRO website @ <a href="http://www.isro.gov.in">www.isro.gov.in</a> and follow the application procedure as stated in the advertisement/notification.
For any queries not included in the above table, candidates may send email at <a href="mailto:rmt-icrb@isro.gov.in">rmt-icrb@isro.gov.in</a> with a subject line "Query- Assistant/UDC/JPA/Stenographer Recruitment -ICRB" or call at <b>080-22172264/22172260/22172259</b> only, anytime <b>between 10.00 AM to 6.00 PM (Monday to Friday)</b> .	

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