

RECRUITMENT OF TECHNICIAN-B/DRAUGHTSMAN-B/TECHNICAL ASSISTANT

ADVT. NO. HSFC/01/RMT/2019

24/08/2019

FREQUENTLY ASKED QUESTIONS AND ANSWERS

1	<p>I wish to apply for the post of Tech-A/Draughtsman-A/Technical Assistant. I am unable to find the Link. Can you please send the direct link?</p> <p>Answer: Link for applying online is available in the “CAREERS” portal of ISRO Website www.isro.gov.in. Then click on ‘Human Space Flight Centre’. 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>I have applied/registered for the posts advertised. I did not get any email confirming my registration. Where do I find the Registration Number?</p> <p>Answer: 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>My College/Institute/University name does not appear in the list given? Which university should I select?</p> <p>Answer : You may select “Other Board/Universities” option available in the drop down menu</p>
4	<p>I am Male (General/OBC) candidate. I applied/registered for the post advertised. But I am unable to get/see the “make payment” button/option.</p> <p>Answer: All Women candidates; and Scheduled Castes (SC)/ Scheduled Tribes (ST); Ex-servicemen (EX-SM); Economically Weaker Section (EWS) and Persons with Disabilities (PWD) 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>I am Female (General/SC/ST/OBC/PWD) candidate. I applied/registered for the post of Technical Assistant. But I am unable to get/see the “make payment” button/option. How do I pay application fee?</p> <p>Answer: All Women candidates (General/SC/ST/OBC/PWD) are exempted from payment of Application Fee. Hence <i>you will not get</i> “Make Payment” button/option. You will get an email on successful submission of online application..</p>

6	<p>I have applied/registered successfully for the post advertised. 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?</p> <p>Answer: Those candidates who are already employed under Central/State Govt/PSU/Autonomous Bodies should send the "No objection certificate" from the employer concerned to 'Senior Administrative Officer, HSFC, ISRO Headquarters, New BEL Road, Bengaluru -560094. All other candidates need not send any documents to HSFC; however candidates have to produce the original documents, as and when required by the office.</p>
7	<p>I have successfully registered/applied for the post of Technical Assistant. When will I get the Admit Card for written test?</p> <p>Answer: The call letters for the written test to the short-listed candidates will be sent only by e-mail after the norm based screening of applications received is carried out and written test date finalized. The list of candidates shortlisted for written test shall be uploaded in the website under the same advertisement as and when finalized. Candidates may therefore visit the website regularly for updates.</p>
8	<p>I am currently employed under Central/State Govt/PSU/ Autonomous Body and I have successfully registered/applied for the post of Technical Assistant. How do I send the "No objection certificate" to the HSFC i.e. by Speed Post/Ordinary Post/Registered Post/Courier etc.</p> <p>Answer: You may send the "No Objection Certificate" by Ordinary Post or Speed Post 'Senior Administrative Officer, HSFC, ISRO Headquarters, New BEL Road, Bengaluru-560094.</p>
9	<p>I am working in a private sector/MNC. Am I supposed to submit No Objection Certificate?</p> <p>Answer: No.</p>
10	<p>I am employed Under Central/StateGovt/PSU/Autonomous Body. My employer cannot give me NOC for written test. Can I produce/submit the No Objection Certificate during the Skill Test?</p> <p>A nswer: The candidates already employed in Central / State Govt / PSU /Autonomous Body should apply only with the consent of their employer.</p>
11	<p>I have applied for the post advertised. If I am not shortlisted for the written test, whether my Application Fee can be refunded?</p> <p>Answer: No. The 'Application Fee' is Non-refundable and shall not be refunded in any case. (Please see NOTE below Point No.06 of the Advertisement dated 24/08/2019)</p>

12	<p>I am employed in Central Government. However I have not completed 3 years of service (for age relaxation). Whether, in the online application I should select option 'Yes' or 'No'?</p> <p>Answer: You may select the option "No" if, you have not completed 3 years of continuous service. However, you should send the 'No objection Certificate' from the employer concerned to 'Senior Administrative Officer, HSFC, ISRO Headquarters, New BEL Road, Bengaluru – 560094.</p>
13	<p>I have applied/registered for the post advertised. I have committed error while entering DOB/Name/Address/Marks etc? Can I rectify the details?</p> <p>Answer: No. There is no provision for editing the details already submitted online. Hence, you may check and reconfirm all the details entered in the online application, before final submission.</p>
14	<p>I have applied/registered for the post advertised. I am facing some technical issues with online payment. Whom do I contact for help?</p> <p>Answer:For any technical issues with online payment candidates may send an email to rmt-hsfc@isro.gov.in, mentioning the required details like Name, Registration Number, Post Applied for, ISRO Reference number , and SBI/Bank Reference Number (if available). However, 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. An alternative method of payment of application fee i.e. by mode of challan, by personally visiting SBI is also provided to the candidates. <i>(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>
15	<p>I have applied/registered for the post advertised. I have not made the payment the same day of submitting online application. Now, I wish to make payment. What is the procedure?</p> <p>Answer: Link for applying online is available in the "CAREERS" portal of ISRO Website www.isro.gov.in. 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 (13.09.2019) 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>I have applied/registered for the post advertised. But I do not have Online Payment Facility. How do I pay the Application Fee?</p> <p>Answer: 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 SBI Branches using the printed Challan/remittance form.</p>

<p>17</p>	<p>I have applied/registered for the post advertised and selected “Offline Payment” mode. But I could not print the Challan/ Remittance Form. How do I get Challan/Remittance Form at later date?</p> <p>Answer: Link for downloading Challan/ Remittance Form is available in the ONLINESBI Website.</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>
<p>18</p>	<p>I have applied/registered for the post advertised. 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?</p> <p>Answer: Link for applying online is available in the “CAREERS” portal of ISRO Website www.isro.gov.in. 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 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>
<p>19</p>	<p>I am an Ex-serviceman. I wish to apply for the post of Technician-A/Draughtsman-A/Technical Assistant. What is the age relaxation provided to Ex-servicemen?</p> <p>Answer: Age relaxation is as per the Government of India orders.</p>
<p>20</p>	<p>Whether, I can send my application to ISRO HQ?</p> <p>Answer: No. Only online applications are accepted. You may visit our website at www.isro.gov.in to apply.</p>
<p>21</p>	<p>I wish to apply for the post of Technical Assistant. But I am unable to find my branch/division in the drop down menu. Am I eligible to apply?</p> <p>Answer: Candidates with 1st class Diploma in respective disciplines (viz., Mechanical, Electronics & Communication, Civil) only are eligible to apply.</p>
<p>22</p>	<p>It is mentioned in the advt “Posts are Temporary, likely to continue”. What does this mean? Whether the posts are contractual/permanent?</p> <p>Answer: The posts are permanent, but will remain Temporary until the incumbent completes the prescribed period of probation.</p>
<p>23</p>	<p>I have successfully submitted my application for the post advertised. Can you allot me a different date/location for ‘written test’ due to personal reasons?</p> <p>Answer: No.</p>

24	<p>I wish to apply for the post advertised. Is there any relaxation in Educational Qualification/Marks for SC/ST/OBC/PWD Candidates?</p> <p>Answer: No. There is no relaxation in Educational Qualification/Marks for any categories.</p>
25	<p>I am pursuing Diploma/ITI and will be completing my course during 2019. Can I apply?</p> <p>Answer: No. Only those candidates who have already completed Diploma/ITI in respective disciplines are eligible to apply.</p>
26	<p>I have registered under National Career Services (NCS) Portal. Do I still have to apply online?</p> <p>Answer: Yes. The candidates registered under National Career Services (NCS) portal and fulfilling the eligibility conditions may visit ISRO website @ www.isro.gov.in and follow the application procedure as stated in the advertisement/notification.</p>
27	<p>Please provide the postal address for sending No Objection Certificate.</p> <p>Answer: The 'No Objection Certificate' may be sent to the following address by ordinary post or speed post: Senior Administrative Officer, Human Space Flight Centre (HSFC), Antariksh Bhavan, ISRO Head Quarters, New BEL Road, Bengaluru - 560094</p>
<p>For any queries not included in the above table, candidates may at first send email at rmt-hsfc@isro.gov.in with a subject line "Query-Recruitment for the post of Technician-B/Draughtsman-B/Technical Assistant" <u>For the queries, for which information is already available in the FAQs shall not be replied to over email/telephone.</u></p>	
