

**RECRUITMENT OF ADMINISTRATIVE OFFICER, ACCOUNTS
OFFICER AND PURCHASE & STORES OFFICERS - 2018**

FREQUENTLY ASKED QUESTIONS AND ANSWERS

1.	<p>I wish to apply for the post of Administrative Officer/Accounts Officer/Purchase & Stores Officer. 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. 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. Candidates are advised to read the advertisement and also FAQs completely before filling-up the online application.</p>
2.	<p>I wish to apply for the Administrative Officer/Accounts Officer/Purchase & Stores Officer. But I am unable to find my branch/division in the drop down menu. Am I eligible to apply?</p> <p>Answer: Candidates with fields mentioned under our drop down menu only are eligible to apply.</p>
3.	<p>Can a candidate apply for the posts notified for Administrative Officer as well as Accounts?</p> <p>Answer: No, the candidates cannot apply for two different fields i.e. Administration and Accounts.</p>
4.	<p>Can a candidate apply for the posts notified for Administrative Officer as well as Purchase & Stores Officer?</p> <p>Answer: No, the candidates cannot apply for two different fields i.e. ‘Administration’ and ‘Purchase & Stores’</p>
5.	<p>Can a candidate apply for the posts notified for Accounts as well as Purchase & Stores?</p> <p>Answer: No, the candidates cannot apply for two different fields i.e. ‘Accounts’ and ‘Purchase & Stores’.</p>
6.	<p>I have applied/registered for Administrative Officer/Accounts Officer/Purchase & Stores Officer. 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.</p>
7.	<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 Universities” option available in the drop down menu</p>
8.	<p>I am Male (General/OBC) candidate. I applied/registered for the Administrative Officer/Accounts Officer/Purchase & Stores Officer.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] 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>
9.	<p>I am Woman/Female (General/SC/ST/OBC/PWD) candidate. I applied/registered for the Administrative Officer/Accounts Officer/Purchase & Stores Officer. 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. Female candidates need not pay application fee. Hence you will not get “Make Payment” button/option. You will get an email on successful submission of online application.</p>
10.	<p>I have applied/ registered successfully for the Administrative Officer/Accounts Officer/Purchase & Stores Officer. 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 ‘Administrative Officer (RMT), Antariksh Bhavan, ISRO Headquarters, New BEL Road, Bangalore-560094. All other candidates need not send any</p>

	<p>documents to ISRO HQ; however candidates have to produce the original documents, as and when required by the office</p>
11.	<p>I have successfully registered/applied for the Administrative Officer/Accounts Officer/Purchase & Stores Officer. 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 during first/second week of May 2018 as mentioned in the ‘Selection Process’ paragraph in Advertisement/Notification.</p>
12.	<p>I am currently employed under Central/State Govt/PSU/ Autonomous Body and I have successfully registered/applied for the Administrative Officer/Accounts Officer/Purchase & Stores Officer. 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>Answer: You may send the “No Objection Certificate” by Ordinary Post or Speed Post ‘Administrative Officer (RMT), Antariksh Bhavan, ISRO Headquarters, New BEL Road, Bangalore-560094</p>
13.	<p>I am working in a private sector/MNC. Am I supposed to submit No Objection Certificate?</p> <p>Answer: No.</p>
14.	<p>I am employed Under Central/State Govt/PSU/ Autonomous Body. My employer cannot give me NOC for written test. Can I produce/submit the No Objection Certificate during Skill Test?</p> <p>Answer: No.</p>
15.	<p>I am a contractual employee working in Central/State Govt/PSU/ Autonomous Body. Am I supposed to submit No Objection Certificate?</p> <p>Answer: You may check with your employer for terms and conditions of your contract for submission of No Objection Certificate.</p>
16.	<p>I have applied for the Administrative Officer/Accounts Officer/Purchase & Stores Officer. 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. Hence, the candidate may ensure his/her eligibility before applying.</p>

<p>17.</p>	<p>I have applied for the Administrative Officer/Accounts Officer/Purchase & Stores Officer. While making the payment, I got a failure message. Hence I made another payment. Now my amount is deducted twice. 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. When a transaction is failure, the amount is not transferred or credited to ISRO account, although the candidate may get a debit message temporarily. Hence, the candidate may contact their banks for any requests for refund of the amount debited during failed transactions.</p>
<p>18.</p>	<p>I have applied for the Administrative Officer/Accounts Officer/Purchase & Stores Officer. While making the payment, I got system error/server error/technical error. Hence I made another payment. Now my amount is deducted twice. 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.</p>
<p>19.</p>	<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>Answer: You may select the option “No” if, you have not completed 3 years of continuous service. However, you may apply through proper channel or send the ‘No objection Certificate’ from the employer concerned to ‘Administrative Officer (RMT), Antariksh Bhavan, ISRO Headquarters, New BEL Road, Bangalore-560094</p>
<p>20.</p>	<p>I have applied/registered for the Administrative Officer/Accounts Officer/Purchase & Stores Officer. 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 doubly check all the details entered before finally submitting the application. Candidates may, if required, submit a fresh application. However, the latest/last application submitted before the ‘last date of submitting application-i.e.25.04.2018 shall be taken as final.</p>
<p>21.</p>	<p>I have applied/registered for the Administrative Officer/Accounts Officer/Purchase & Stores Officer. I am facing some technical</p>

	<p>issues with online payment. Whom do I contact for help?</p> <p>Answer: 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>
<p>22.</p>	<p>I have applied/registered for the Administrative Officer/Accounts Officer/Purchase & Stores Officer. 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 (27.04.2018) 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>
<p>23.</p>	<p>I have applied/registered for the Administrative Officer/Accounts Officer/Purchase & Stores Officer. 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 nearest SBI Branches using the printed Challan/remittance form</p>
<p>24.</p>	<p>I have applied/registered for the Administrative Officer/Accounts Officer/Purchase & Stores Officer 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 ‘www.onlinesbi.com’</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>
25.	<p>I have applied/registered for the Administrative Officer/Accounts Officer/Purchase & Stores Officer. 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. <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>
26.	<p>I have applied/registered for the Administrative Officer/Accounts Officer/Purchase & Stores Officer. Can I change the Examination Centre?</p> <p>Answer: Yes. There is a provision for changing the Written Test Centre provided in the online application, up to the date of screening of the online applications. <u>However, after the screening of the online applications is completed, the requests of the candidates for change in the written test centre will not be entertained.</u> <i>The link for changing the examination centre will be available up to 30.04.2018, 4.00 PM, after which candidates will not be able to change their options of written test centre.</i></p>
27.	<p>I am an Ex-serviceman. I wish to apply for the post of Administrative Officer/Accounts Officer/Purchase & Stores Officer. What is the age relaxation provided to Ex-servicemen?</p> <p>Answer: Age relaxation is as per the Government of India orders.</p>
28.	<p>Please find attached herewith my CV/ Resume. Kindly let me know whether I am eligible for the Administrative Officer/Accounts</p>

	<p>Officer/Purchase & Stores Officer. Please inform as to when can I attend the Interview?</p> <p>Answer: Only online applications are accepted. You may visit our website at www.isro.gov.in to apply.</p>
29.	<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 prescribed period of probation.</p>
30.	<p>I have successfully submitted the application for the post of Administrative Officer/Accounts Officer/Purchase & Stores Officer. Can you allot me a different date for ‘written test’ due to personal reasons?</p> <p>Answer: No. The request for change in the date of written test shall not be considered. The written test shall be conducted on 27.05.2018 (Sunday) only, unless otherwise notified in the website.</p>
31.	<p>I am Male (General/OBC) candidate. I applied/registered for the Administrative Officer/Accounts Officer/Purchase & Stores Officer.I have submitted two/more than two applications for the same post. Whether my candidature will be rejected?</p> <p>Answer: 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 (27.05.2018) only will be considered. Applications are considered to be duplicate, only if all details entered in both applications are identical.</p>
32.	<p>I am Woman/Female (General/SC/ST/OBC/PWD) candidate. I applied/registered for the Administrative Officer/Accounts Officer/Purchase & Stores Officer I have submitted two/more than two applications for the same post. Whether my candidature will be rejected?</p> <p>Answer: In case of submission of duplicate/multiple applications by Women candidates/Scheduled Castes (SC)/ Scheduled Tribes (ST); Ex-serviceman [EX-SM] and Persons with Disabilities (PWD) candidates, the last application submitted before the last date for submission of application (25.04.2018) shall be considered for further processing. Applications are considered to be duplicate, only if all details entered in both applications are identical.</p>
33.	<p>I wish to apply for the post of Administrative Officer/Accounts</p>

	<p>Officer/Purchase & Stores Officer. Is there any relaxation in Educational Qualification/Marks for SC/ST/OBC/PWD Candidates?</p> <p>Answer: No. There is no relaxation in basic eligibility norms in terms of Educational Qualification/ Marks for any categories.</p>
34.	<p>Where will I get the old Question Papers?</p> <p>Answer: Previous years question papers are available in the ISRO Website and published under the advertisement.</p>
35.	<p>I have completed my SSLC/10th 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?</p> <p>Answer: In rare cases, the candidate may select a higher date temporarily for submission of online application. Such cases shall be dealt separately in the consequent stages of recruitment- i.e written test, interview etc.</p>
36.	<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>
37.	<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: Administrative Officer (Recruitment) Antariksh Bhavan ISRO Headquarters New BEL Road, Bangalore-560094</p>
40.	<p>I have successfully submitted the application for the post of Administrative Officer/Accounts Officer/Purchase & Stores Officer. I have also made the payment of application status. How do I check my application status?</p> <p>Answer: You may visit our site www.isro.gov.in to get the status of your application. Separate link is provided in the advt. Link for applying online is available in the “CAREERS” portal of ISRO</p>

	<p>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 checking “Application Status”.</p>
41.	<p>I have successfully submitted the application for the post of Administrative Officer/Accounts Officer/Purchase & Stores Officer. I have also made the payment of application status. But I am unable to generate Registration Confirmation Form?</p> <p>Answer: Registration Confirmation Form is for fee-exempted categories like Women candidates/Scheduled Castes (SC)/ Scheduled Tribes (ST); Ex-serviceman [EX-SM] and Persons with Disabilities (PWD) only. Candidates who have made the fee payment have to check or download fee payment receipt instead of Registration Confirmation Form.</p>
42.	<p>I have successfully submitted the application for the post of Administrative Officer/Accounts Officer/Purchase & Stores Officer. When will be the written test conducted?</p> <p>Answer: Please refer to the “Selection Process” paragraph in the Advertisement/Notification where the date of written test (27.05.2018) is already mentioned.</p>
43.	<p>I have successfully submitted the application for the post of Administrative Officer/Accounts Officer/Purchase & Stores Officer. When will be the call letters for the written test be sent? How the call letters will be sent?</p> <p>Answer: Please refer to the “Selection Process” paragraph in the Advertisement/Notification. As notified, the call letters for written test to the shortlisted candidates shall be sent to the registered email id of the candidates during the second/third week of May 2018.</p>
44.	<p>I have successfully submitted the application for the post of Administrative Officer/Accounts Officer/Purchase & Stores Officer. When will be the written test results be published? Whether any emails will be sent to the candidates?</p> <p>Answer: After written test, the evaluation of OMR answer sheets and Descriptive answer sheets shall be carried out. The list of candidates shortlisted for next level of recruitment i.e. for ‘Interview’ will be uploaded in the ISRO website, in the ‘Careers’ page against the corresponding notification. Candidates are advised to keep checking the ISRO website, at regular intervals, for any recruitment updates.</p>
45.	<p>I have successfully submitted the application for the post of Administrative Officer/Accounts Officer/Purchase & Stores Officer. When will be the ‘Interviews conducted?</p> <p>Answer: Please refer to the “Selection Process” paragraph in the Advertisement/Notification. The Interviews shall be conducted for the</p>

	candidates who have been ‘qualified and shortlisted interview’ as per norms. The list of candidates shortlisted for Interview will be uploaded in the ISRO website, in the ‘Careers’ page against the corresponding notification. Candidates are advised to keep checking the ISRO website, at regular intervals, for any recruitment updates.
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For any queries not included in the above table, candidates may send email at icrb@isro.gov.in with a subject line “Query-Officers” only. For the queries, for which information is already available in the Advertisement as well as in the FAQs, further clarification shall not be provided by email/telephone.
