

**RECRUITMENT OF JUNIOR PERSONAL ASSISTANTS/
STENOGRAPHERS - 2018**

FREQUENTLY ASKED QUESTIONS AND ANSWERS

1.	<p>I wish to apply for the post of Junior Personal Assistant/ Stenographer. 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 am BE/B.Tech graduate with First Class. Can I apply for the post of Junior Personal Assistant/ Stenographer.?</p> <p>Answer: No. BE/B.Tech and any other professional courses like B- Pharmacy, Physiotherapy, BDS graduates etc., are not eligible to apply for the post of Junior Personal Assistant/ Stenographer. (administrative support staff). Only Graduates in Arts/Commerce/ Management/ Science/ Computer Applications i.e basic graduations only are eligible to apply.</p>
3.	<p>I wish to apply for the Junior Personal Assistant/ Stenographer. 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>
4.	<p>I am an Ex-serviceman having/holding a ‘Graduation equivalency certificate’ issued by Army/Navy/Airforce. Whether I am eligible to apply for the post of Junior Personal Assistant/ Stenographer?</p> <p>Answer: As per eligibility criteria, only Graduates in Arts/Commerce/ Management/ Science/ Computer Applications with FIRST CLASS AS DECLARED BY THE UNIVERSITY are eligible to apply .Since, the ‘Graduation equivalency certificate issued by Army/Navy/Airforce does not declare any class/division, the Ex-servicemen who are having a degree with First Class, from any other academic Institutions/Universities only need to apply.</p>
5.	<p>Can a candidate apply for both/multiple posts?</p>

	<p>Answer: Candidates may apply for multiple posts, subject to conditions. A candidate may apply for different posts under same/different zones, but cannot apply for same post in different zones. For Ex : A candidate may apply for Post No. 1(JPA) in Ahmedabad Zone, Post No 2 (UDC) under Bengaluru Zone/Dept. of Space. However, he/she cannot apply for Post No. 1 (JPA) in Ahmedabad Zone and again Post No. 1 (JPA) under Bangalore Zone. However, candidates applying for both the posts should select common (same) written test centres Candidates have to make application fee payment separately for applications for both posts. There will be no separate examination for both posts. Only one question paper/exam will be there for both the posts.</p>
6.	<p>I have applied/registered for Junior Personal Assistant/ Stenographer. 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 Junior Personal Assistant/ Stenographer. 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 Junior Personal Assistant/ Stenographer. 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</p>

	<p>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 Junior Personal Assistant/ 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?</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 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 Junior Personal Assistant/ Stenographer. 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 the period as mentioned in the Advertisement/Notification</p>
12.	<p>I am currently employed under Central/State Govt/PSU/ Autonomous Body and I have successfully registered/applied for the Junior Personal Assistant/ 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>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>

	Answer: No.
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 Junior Personal Assistant/ Stenographer. 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>
17.	<p>I have applied for the Junior Personal Assistant/ Stenographer. 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>
18.	<p>I have applied for the Junior Personal Assistant/ Stenographer. 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>
19.	<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</p>

	Headquarters, New BEL Road, Bangalore-560094
20.	<p>I have applied/registered for the Junior Personal Assistant/Stenographer. 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 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.02.05.2018 shall be taken as final. Candidates may note that after 02.05.2018 no details including category (SC/ST/OBC/UR) shall/can be edited on request. Hence candidates may reconfirm all the details entered before ‘last date of submitting application-i.e.02.05.2018.</p>
21.	<p>I have applied/registered for the Junior Personal Assistant/Stenographer. I am facing some technical 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>
22.	<p>I have applied/registered for the Junior Personal Assistant/Stenographer. 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 (04.05.2018) 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 Junior Personal Assistant/ Stenographer. 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 Junior Personal Assistant/ 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?</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>
<p>25.</p>	<p>I have applied/registered for the Junior Personal Assistant/ 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?</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>
<p>26.</p>	<p>I have applied/registered for the Junior Personal Assistant/ Stenographer. 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 initial screening of the online applications is completed, the requests of the candidates for change in the written test centre will not be entertained.</u></p>
27.	<p>I am an Ex-serviceman. I wish to apply for the post of Junior Personal Assistant/ Stenographer. 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 Junior Personal Assistant/ Stenographer. 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 Junior Personal Assistant/ Stenographer. 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 12.08.2018 (Sunday) only, unless otherwise notified in the website.</p>
31.	<p>I am Male (General/OBC) candidate. I applied/registered for the Junior Personal Assistant/ Stenographer. 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 (04.05.2018) 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 Junior Personal Assistant/ Stenographer I have submitted two/more than two applications for the same</p>

	<p>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 (02.05.2018) 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 Junior Personal Assistant/ Stenographer. 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>
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, skill test 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</p>

	New BEL Road, Bangalore-560094
38.	<p>I wish to apply for the post of Junior Personal Assistant/ Stenographer. I have passed my Graduation with Second Class/Division, but I have First Class/Division in my Post-Graduation. Am I eligible to apply?</p> <p>Answer: No. Graduation (as notified in the advertisement) should be in First Class as declared by the University.</p>
35.	<p>I wish to apply for both the posts notified. Do I have to submit separate online applications for all the posts?</p> <p>Answer: Yes, as it clearly seen that there are separate links for applying for the said posts, candidates willing to apply for both the posts have to submit the online applications for those posts separately.</p>
36.	<p>I have already submitted online applications for all the posts notified. Do I have to remit application fee separately for all the posts?</p> <p>Answer: Yes. Those candidates desirous to apply for Post Code No. 1, and 2 have to separately remit application fee of ₹100/-. [All Women candidates/Scheduled Castes (SC)/ Scheduled Tribes (ST); Ex-serviceman [EX] and Persons with Disabilities (PWD) candidates are exempted from payment of Application Fee.]</p>
37.	<p>I have applied for the two posts Post No. 1 and Post No. 2. Whether there will be two separate exams for these posts?</p> <p>Answer: No. There will be a single/common exam for both the posts. However, two roll numbers – one for JPA and another for steno shall be allocated to the candidate. The candidate will get two call letters with same venues or two different venues for taking up the written test. Candidate may write the exam in any one of the two venues, if so allotted depending on his/her convenience. However, the candidate has to bubble both the roll numbers in the OMR answer sheet and submit both the call letters at the venue. The candidate will be considered for both posts only if he/she has bubbled both the roll numbers correctly in the OMR answer sheet.</p>
40.	<p>I have successfully submitted the application for the post of Junior Personal Assistant/ Stenographer. 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 Junior Personal Assistant/ Stenographer. 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 Junior Personal Assistant/ Stenographer. 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 (12.08.2018) is already mentioned.</p>
43.	<p>I have successfully submitted the application for the post of Junior Personal Assistant/ Stenographer. 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 last week of September 2018.</p>
44.	<p>I have successfully submitted the application for the post of Junior Personal Assistant/ Stenographer. 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 ‘Skill Test’ 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 Junior Personal Assistant/ Stenographer. When will be the ‘Skill Test’ conducted?</p> <p>Answer: Please refer to the “Selection Process” paragraph in the Advertisement/Notification. The skill Test shall be conducted for the candidates who have been ‘qualified and shortlisted for skill test’. The</p>

	<p>zone-wise lists of candidates shortlisted for skill tests will be uploaded in the ISRO website, in the 'Careers' page against the corresponding notification. Candidates are advised to brush-up their Stenography/Typing skills until the date of announcement of Skill Test. Candidates are advised to keep checking the ISRO website, at regular intervals, for any recruitment updates.</p>
46.	<p>I have successfully submitted the application for the post of Junior Personal Assistant/ Stenographer. What is the syllabus for written test and Skill Test?</p> <p>Answer: The syllabus for written test and Skill Test are 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>
47	<p>I have successfully submitted the application for the post of Junior Personal Assistant/ Stenographer. Whether I need to produce a certificate of 80wpm speed?</p> <p>Answer: No. Certificate is not mandatory. However, the candidate must possess the required speed of 80wpm.</p>
48	<p>I am graduation final year candidate/I am Diploma in Commercial Practice pursuing candidate. Can I apply for JPA/Stenographer Post?</p> <p>Answer: No. The final year results of the qualifying degree should have been declared before the date of applying.</p>
49	<p>Whether Stenography is required for post No.2 Junior Personal Assistant?</p> <p>Answer: The eligibility criteria including the stenography is same for both the posts, I.e. Post No.1 Junior Personal Assistant and Post No.2 Stenographer. Both Graduates as well as DCP candidates should have stenography skills as prescribed in the notification.</p>
50	<p>I am Diploma in Commercial Practice candidate. I am currently working but I will be completing one year of experience only by August 2018/only after August 2018. Can I apply?</p> <p>Answer: No. The experience should have been acquired before the date of applying.</p>
<p>For any queries not included in the above table, candidates may send email at icrb@isro.gov.in with a subject line "Query-JPA/Stenographer" only. <u>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.</u></p>	

[Please scroll down to see the details of Vacancies notified and also the list of Centres/Units under Department of Space/ISRO]

VACANCIES OF JUNIOR PERSONAL ASSISTANTS & STENOGRAPHERS - 2018

Centre/Unit		UR	OBC	SC	ST	Total
POST NO.1 – JUNIOR PERSONAL ASSISTANT						
ADRIN		01	0	0	0	01
VSSC		20	08	04	0	32 *
LPSC	V'mala	04	02	0	0	06
	B'luru	0	0	01	0	01
IPRC		04	01	01	0	06
ISAC		18	09	06	02	35
SDSC SHAR		15	05	03	02	25
SAC		12	02	01	04	19
ISTRAC		04	01	01	0	06
NRSC		09	03	02	01	15
IIRS, Dehradun		01	0	0	0	01
ILC, Mumbai		01	0	0	0	01
ISRO HQ		10	03	02	01	16
MCF		01	01	0	0	02
TOTAL		100	35	21	10	166
POST NO. 2 – STENOGRAPHER						
DOS Sect., New Delhi		01	0	0	0	01
DOS, Bengaluru		03	01	0	0	04
TOTAL		04	01	0	0	05

• ISTRAC – One post identified for ISTRAC, Lucknow

• VSSC – 3 backlog PWD vacancies (HH, VH, OH). If HH, VH, OH candidates are not available, UR, OBC & SC

	candidates will be considered against the vacancies and the reservation will be carried forward.
<ul style="list-style-type: none"> • <u>SHAR</u> – 1 post identified for PWD (OH) • 3 posts are identified for Ex-Ser 	<ul style="list-style-type: none"> • <u>SAC</u> – 2 posts identified for PWD (1 – OH; 1 – VH) • 1 post is identified for Ex-Ser
<ul style="list-style-type: none"> • <u>IPRC</u> – 2 posts identified for PWD (OH) 	<ul style="list-style-type: none"> • <u>ISAC</u> – 3 posts identified for Ex-Ser • 1 post is identified for PWD (OH)
<ul style="list-style-type: none"> • <u>NRSC</u> – 2 posts identified for EX-Ser • 1 post identified for RRSC ©, Nagpur • 1 post identified for RRSC (W), Jodhpur 	<ul style="list-style-type: none"> • <u>ISRO HQ:-</u> 1 post identified for PWD (HH) • 2 posts are identified for Ex-Ser

DOS/ISRO Centres/Units

Zone	Centres/Units
Ahmedabad	Space Applications Centre, Ahmedabad;
Bengaluru	ISRO Satellite Centre, Bengaluru Liquid Propulsion Systems Centre(LPSC), Bengaluru ISRO Telemetry, Tracking and Command Network(ISTRAC),Bengaluru & Port- Blair Department of Space(DOS), Bengaluru ISRO Headquarters, Bengaluru Master Control Facility(MCF), Hassan ISRO Liaison Cell, Mumbai
Hyderabad	National, Remote Sensing Centre(NRSC), Hyderabad; Regional Remote Sensing Centre (West), Jodhpur, Rajasthan Regional Remote Sensing Centre (Central), Nagpur, Maharashtra Advanced Data Processing Research Institute, Hyderabad
New Delhi	Indian Institute of Remote Sensing(IIRS), Dehradun Department of Space, Branch Secretariat, New Delhi
Sriharikota	Satish Dhawan Space Centre(SDSC, SHAR), Sriharikota
Thiruvananthapuram	Vikram Sarabhai Space Centre (VSSC), Thiruvananthapuram Liquid Propulsion Systems Centre(LPSC), Valiamala ISRO Propulsion Complex (IPRC), Mahendragiri, Tamilnadu
