

## Frequently Asked Questions -FAQ's

### 1. What is the pre-requisite for applying?

Before applying online the candidate should:

- (i) Scan the photograph and signature in JPG/JPEG/GIF format.

**Photograph:**

Photograph should be a recent passport size color photograph, ensure that the size of the scanned photograph is not more than 512KB

**Signature:**

The applicant has to sign on white paper with Black Ink pen. Ensure that the size of the scanned image is not more than 100 KB

Signature in CAPITAL LETTERS shall NOT be accepted

**Certificate:**

Candidates may scan the following documents / certificates in 200 dpi grey scale.  
Candidates must upload the following documents in PDF format:

<b>Certificate</b>	<b>PDF File size is not more than</b>
SSLC Mark sheet	512KB
All Degree certificates (ITI/Diploma/Degree) to be uploaded in chronological order as a single file	2MB
All relevant (ITI/Diploma/Degree) Consolidated mark sheets to be uploaded in chronological order as a single file	2MB
Experience certificate(s) to be uploaded in chronological order as a single file	2MB
Community certificate (OBC-NCL / SC / ST) – if applicable (if OBC-NCL should upload a form of declaration)	512KB
PwD certificate – if applicable	512KB

Documents like Pay Slip, Resume, Appointment Letter, Relieving Letter, Un-signed Experience Certificate etc. must not be uploaded in the Document upload Module.

- (ii) Should have a valid personal email ID, which should be kept active till the completion of this Recruitment Process. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

### 2. What is the Application fee?

Application fee is Rs.100/

SC/ST/PwD candidates are exempted from payment of Application fee.

### 3. What is the mode of payment of application fee?

Candidates should carefully fill all details in the On-Line Application at the appropriate places and click on the Payment menu under the task bar on the left to make payment. Transaction id will be created after making the payment.

### 4. Will I get Application Number?

After the final submission and after making payment, the system will generate an application with Application Number. Your application number is your reference number for all future communication.

## **5. Is there any Age relaxation?**

Age relaxation will be as per the norms of Government of India.

Scheduled Caste/Scheduled Tribe : 5 years  
Other Backward Classes (Non-Creamy Layer) : 3 years  
Persons With Disabilities (General) : 10 years  
Persons With Disabilities (OBC) : 13 years  
Persons With Disabilities (SC/ST) : 15 years  
Ex-Serviceman : As per norms

## **6. Examination Centre.**

Most of the times IIT Madras would be the examination centre. However the centre will be intimated in the admit card / call letter

## **7. Should I submit NO OBJECTION CERTIFICATE (NOC)?**

Candidates who are employed in Central/State/ Central Autonomous body need to submit their application through proper channel. If their application is not through proper channel they have to submit NOC at the time of interview.

## **8. Should I apply separately for each post?**

Yes, Separate application form should be generated for each post.

## **9. Can I edit my details after applying online?**

No, after final submission, no addition/deletion is allowed. Carefully fill in all the required fields, before making final submission.

## **10. Will I be eligible for Travelling Allowance (TA) for attending test/interview?**

No Travelling allowance is paid for attending test.

TA is eligible for those who have qualified and attended the interview.

For Group 'A' posts: To and Fro III AC Rail / Bus / Actual fare whichever is less.

For Group 'B' & 'C' posts: To and Fro II Class Sleeper Rail or bus fare whichever is less

No Reimbursement will be made for local candidates.

Reimbursement will be made only through bank account and hence keep your bank detail especially the IFSC code.