

**LAST DATE OF APPLICATION 09-12-2020**

**FREQUENTLY ASKED QUESTIONS AND ANSWERS**

<p>1.</p>	<p><b>I wish to apply for the post. I am unable to find the Link. Can you please send the direct link?</b> <b>Answer:</b> Link for applying online is available in the “CAREERS” portal of IIRS Website <a href="http://www.iirs.gov.in">www.iirs.gov.in</a>. Then click on ‘Apply Now’ in the notification. Candidates may also click either on the link <a href="https://www.iirs.gov.in/Vacancies">https://www.iirs.gov.in/Vacancies</a> or <a href="http://www.recruitment.iirs.gov.in">www.recruitment.iirs.gov.in</a> Please click on the corresponding advertisement (Heading) → click on “Apply” link and scroll down through the advertisement to see the link for applying online.</p>
<p>2.</p>	<p><b>I have applied/registered for the post. I did not get any email confirming my registration. Where do I find the Registration Number?</b> <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>
<p>3.</p>	<p><b>I am Male (General/OBC) candidate. I applied/registered for the post of Technical Assistant. But I am unable to get/see the “make payment” button/option.</b> <b>Answer:</b> 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>
<p>4.</p>	<p><b>I am Female (General/SC/ST/OBC/PWD) candidate. I applied/registered for the post of Technician B / Library Assistant . But I am unable to get/see the “make payment” button/option. How do I pay application fee?</b> <b>Answer:</b> All Women candidates (General/SC/ST/OBC/PWD) are exempted from payment of 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>
<p>5.</p>	<p><b>I have applied/registered successfully for the post. What all documents I have to send to IIRS? Whether Application Print out has to be sent? Whether I have to send my Photo? Where to upload my Photo?</b> <b>Answer:</b> Those candidates who are already employed under Central/State Govt/PSU/Autonomous Bodies on permanent position should send the “<b>No objection certificate</b>” from the employer concerned through Registered Post to ‘Administrative Officer (GA), IIRS, ISRO, Department of Space, 4 Kalidas Road, Dehradun 248001. <u>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.</u></p>
<p>6.</p>	<p><b>I have successfully registered/applied for the post. When will I get the Admit Card for written test?</b> <b>Answer:</b> 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</p>

	<p>under the same advertisement as and when finalized. Candidates may therefore visit the website regularly for updates.</p>
7.	<p><b>I am currently employed under Central/State Govt/PSU/ Autonomous Body and I have successfully registered/applied for the post of Technician B / Library Assistant. How do I send the “No objection certificate” to the ISRO HQ i.e. by Speed Post/Ordinary Post/Registered Post/Courier etc.</b></p> <p><b>Answer:</b> You may send the “No Objection Certificate” by Ordinary Post or Speed Post ‘Administrative Officer (GA), IIRS, ISRO, Department of Space, 4 Kalidas Road, Dehradun 248001.</p>
8.	<p><b>I am working in a private sector/MNC. Am I supposed to submit No Objection Certificate?</b></p> <p><b>Answer:</b> No.</p>
9.	<p><b>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 the Skill Test?</b></p> <p><b>Answer:</b> The candidates already employed in Central / State Govt / PSU /Autonomous Body should apply only with the consent of their employer.</p>
10.	<p><b>I have applied for the post of Technician B / Library Assistant. If I am not shortlisted for the written test, whether my Application Fee can be refunded?</b></p> <p><b>Answer:</b> No. The ‘Application Fee’ is Non-refundable and shall not be refunded in any case.</p>
11.	<p><b>I am employed in Central Government (Central Government Employee). However, I have not completed 3 years of service (for age relaxation). Whether, in the online application I should select option ‘Yes’ or ‘No’?</b></p> <p><b>Answer:</b> 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 Post ‘Administrative Officer (GA), IIRS, ISRO, Department of Space, 4 Kalidas Road, Dehradun 248001.</p>
12.	<p><b>I have applied/registered for the post of. I have committed error while entering DOB/Name/Address/Marks etc? Can I rectify the details?</b></p> <p><b>Answer:</b> 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>
13.	<p><b>I have applied/registered for the post. I am facing some technical issues with online payment. Whom do I contact for help?</b></p> <p><b>Answer:</b> In case of any query/doubt regarding online application form submission technical issues with online payment etc. candidates may call / email at 0135-2524120, <a href="mailto:websupport@iirs.gov.in">websupport@iirs.gov.in</a> , mentioning the required details like Name, Registration Number, Post Applied for, IIRS Reference number , and SBI / Bank Reference Number (if available). However, IIRS 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. <i>(Receiving of debit message on mobile phones of the candidates does not necessarily mean that the application fee is received by IIRS. Candidates may check the ‘payment status link’ on IIRS website for re-confirming the payment status)</i></p>

14.	<p><b>I have applied/registered for the post. I have not made the payment the same day of submitting online application. Now, I wish to make payment. What is the procedure?</b>  <b>Answer:</b> Link for applying online is available in the “<a href="http://www.recruitment.iirs.gov.in">www.recruitment.iirs.gov.in</a>” portal of IIRS Website <a href="http://www.iirs.gov.in">www.iirs.gov.in</a>. Please click on the corresponding advertisement (Heading) and follow the process. The candidate (non-exempted category) will be prompted to pay the fee before final submission of the application. The last day for applying is 07.12.2020. No separate link is available for making the payment at later date.</p>
15.	<p><b>I have applied/registered for the post but I do not have Online Payment Facility. How do I pay the Application Fee?</b>  <b>Answer:</b> Payment only through online mode is accepted.</p>
16.	<p><b>I have applied/registered for the post of Technician B / Library Assistant. 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>  <b>Answer:</b> Link for applying online is available in the <a href="http://www.recruitment.iirs.gov.in">www.recruitment.iirs.gov.in</a> portal of IIRS Website <a href="http://www.iirs.gov.in">www.iirs.gov.in</a>. Please click on the corresponding advertisement (Heading). Next click on “<a href="https://recruitment.iirs.gov.in/paymentstatus">https://recruitment.iirs.gov.in/paymentstatus</a>” link for checking the payment status. The candidate can click on the "Payment Status" link to check the payment status, after 24 / 48 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>
17.	<p><b>I have applied/registered for the post. Can I change the Examination Centre?</b>  <b>Answer:</b> No. There is only one Written Test Centre, i.e. Dehradun. Written test and Skill test will be conducted at Dehradun, however the IIRS reserves the right to cancel/change the written test date/ venue and re-allot the candidates to any other test center.</p>
18.	<p><b>I am an Ex-serviceman. I wish to apply for the post of Technical Assistant. What is the age relaxation provided to Ex-servicemen?</b>  <b>Answer:</b> Age relaxation is as per the Government of India orders.</p>
19.	<p><b>Whether, I can send my application to IIRS?</b>  <b>Answer:</b> No. Only online applications are accepted. You may visit our website at <a href="http://www.iirs.gov.in">www.iirs.gov.in</a> to apply.</p>
20.	<p><b>I wish to apply for the post of Library Assistant. But I am unable to find do so. Am I eligible to apply?</b>  <b>Answer:</b> Please check the <b>Minimum Educational Qualification for the posts</b>. Candidates applying for Library Assistant must possess Graduate + First Class Master’s Degree in Library Science/ Library &amp; Information or Equivalent from recognized University/Institution to apply.</p>
21.	<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>  <b>Answer:</b> The posts are permanent, but will remain Temporary until the incumbent completes the prescribed period of probation.</p>
22.	<p><b>I have successfully submitted my application for the post. Can you allot me a different date/location for ‘written test’ due to personal reasons?</b>  <b>Answer:</b> No.</p>
23.	<p><b>I wish to apply for the post. Is there any relaxation in Educational Qualification/Marks for SC/ST/OBC/PWD Candidates?</b>  <b>Answer:</b> No. There is no relaxation in Educational Qualification/Marks for any categories.</p>

24.	<p><b>I am pursuing my essential minimum qualification and will be completing my course during 2021. Can I apply?</b></p> <p><b>Answer:</b> No. Only those candidates who have already completed their minimum essential qualification and meet eligibility criteria are eligible to apply.</p>
25.	<p><b>I have registered under National Career Services (NCS) Portal. Do I still have to apply online?</b></p> <p><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.</p>
26.	<p><b>Please provide the postal address for sending No Objection Certificate.</b></p> <p><b>Answer:</b> The ‘No Objection Certificate’ may be sent to the following address by ordinary post or speed post:  ‘Administrative Officer (GA),  IIRS, ISRO, Department of Space,  4 Kalidas Road, Dehradun 248001.</p>
27.	<p><b>Please provide the sample / old question papers of previous years.</b></p> <p>In recent years, at IIRS, Dehradun has made any recruitment for these positions, therefore we do not have the old question papers / samples etc. However, for reference candidates may visit the websites of some of the other prominent ISRO center/ units, such as VSSC (<a href="http://www.vssc.gov.in">www.vssc.gov.in</a>), SHAR (<a href="http://www.shar.gov.in">www.shar.gov.in</a>), SAC (<a href="http://www.sac.gov.in">www.sac.gov.in</a>), URSC (<a href="http://www.ursc.gov.in">www.ursc.gov.in</a>), NRSC (<a href="http://www.nrsc.gov.in">www.nrsc.gov.in</a>) etc. which may have done recent recruitments for these positions and where the sample or old question papers may be available.</p>
28.	<p><b>Candidates pursued professional course through Open and Distance Learning (ODL) are not eligible.</b></p> <p>In the detailed advertisement at para L(9) the “professional course” is in the context of qualification of Diploma, Graduation, Post-Graduation pursued through Open and Distance Learning (ODL) in “Engineering &amp; Technology” courses only.</p>
29.	<p><b>IIRS shall not be responding for the queries which have been already covered in FAQ / or provided in the detailed advertisement</b></p>

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