

**Replies to Frequently Asked Questions (FAQ) for filling and submitting applications form
for the posts advertised vide Advt.no. 130/2018**

1.	What is the process for applying post advertised?	Please visit the link given in advt. http://www.iitrpr.ac.in/staff-positions , see the detailed advertisement to check the eligibility for the advertised posts. “How to apply” contains the procedure. Click apply online link to apply for the post.
2.	I didn't receive the confirmation email/ message / registration no. after successfully submitting my online application form/ Or Please confirm if my online application is submitted or not.	PDF copy of the application available on the link sent to the Registered email is the evidence of submission of application.
3.	Do all candidates need to send the printout of online filled application forms duly endorsed by the present employers?	No, Only the candidates serving in Government / Semi-Government Organizations / Public Sector Undertakings /Autonomous Bodies/ universities etc are required to send the printout of online filled application form “Through Proper Channel” duly endorsed by the controlling officer at the endorsement printed in the application form to The Joint Registrar, (Establishment), Recruitment Cell, R.no. 125, Indian Institute of Technology Ropar, Nangal Road, Rupnagar-140001. In the absence of the same, the application will not be considered for written test/ interview and no TA will be paid.
4.	What should be chosen in column no. 10 of application form by the candidates working on contract in Government / Semi-Government Organizations / Public Sector Undertakings /Autonomous Bodies. ie. Present employment status” <ul style="list-style-type: none"> • Govt. Employee • Private Sector Employee • Unemployed 	The candidates should click as per present working status i.e. working in Government Deptt., Private Sector or unemployed. In case of employees working on contract in Government / Semi-Government Organizations / Public Sector Undertakings /Autonomous Bodies/ universities etc and “No Objection Certificate” cannot be issued by the present employer, it should be specifically mentioned in the application form in Column 17 “Any other relevant information”, failing which the candidate will not be eligible to appear in the written test.
5.	Where to mention that candidate belongs to Ex-servicemen category to avail the age relaxation benefits available for them.	Column no. 17 of the online application form i.e. “Any other relevant information” to avail the relevant age relaxation benefit.
6.	Can candidate apply for more than one post by single email.	Yes, please refer Clause 4 of the general instructions to the advertisement no. 130/2018
7.	What I have to write in the column no. 18 of online application form “Name, Address, Telephone No. and E-mail address of at least three referees who are not your relatives”.	Names and addresses of the persons who knows the candidate but not relative.
8.	I have made some mistake in my name / number / email id / phone no. /	No, Application once submitted cannot be modified. However, the candidate can send a separate email mentioning

	year of passing / percentage of the qualification etc. while filling up the, can it be modified?	the corrections / changes, if any. Please forward copy of the application alongwith email.
9.	I have mistakenly filled the wrong post in the post applied column while filling up the online application form and want to change it?	The candidate can fill in fresh application with correct details, fresh fee need to be submitted.
10.	If I will send my CV will it be considered or inform me if I am eligible for particular post.	No, Please refer Clause 23 of the General Instructions to the advertisement no. 130/2018
11.	For payment related issues whom to contact?	In case payment fails, please re-try. In case it shows payment pending, please wait for 2-3 days and if problem persists, send an email to recruitment@iitrpr.ac.in .
12.	I have registered at the link provided but didn't receive the link for filling up the application form on my mentioned email id.	Please check your spam folder.
13.	Can I send the handwritten application form after registering online and taking the printout of application form.	No