



## Frequently Asked Questions [FAQ]

Advertisement No: **35/2018**

Post Name(s): **AGM [P&A], SDGM [Purchase], SDGM [Nuclear],  
Personnel Mgr., Purchase Mgr., Purchase Officer,  
Personnel Officer and Accounts Officer**

**1. What are the things required to be done before filling the Online Application?**

A. Read the detailed Advertisement carefully, all the other links provided on the main page, Print the Application Proforma, fill it off-line and click on "Apply" button.

**2. Can the marks (aggregate) be rounded off to the next whole number?**

A. No.

**3. I am continuously facing some errors while applying ONLINE which prevents me from completing the application. What can I do?**

A. Be sure that you are using latest Google Chrome browser and also make sure that JavaScript is enabled in your pc. Viruses in your system may be causing the problem. You may try through another system.

**4. Can I mail or fax a paper copy of the application form?**

A. No. **Only Registered online application** is accepted along with requisite enclosures as noted at "How to Apply" by post. No other form of application will be entertained.

**5. Which documents are to be submitted at the time of interview for shortlisted candidates?**

A. The following documents shall be produced in original with a set of photo copies for verification along with self-attested photo copies. They are:

- On-line Application Form duly signed and affixed with recent passport size colour photograph;
- Photo copies of all Educational qualifications with Marks memo and Experience Certificates;
- Photo copies of Age proof as per Matriculation certificate;
- Photo copies of latest Caste Certificate issued by Competent Authority in case of SC/ST/OBC categories, wherever applicable;
- Photo copies of latest PWD [Persons with Disabilities] Certificate issued by Competent Authority, wherever applicable;
- Photo copies of Discharge Certificate / Service Book in case of serving/retired Ex-servicemen, wherever applicable;
- J&K Domicile Certificate, for claiming for age relaxation;

**6. How do I know the status of my application while submitting the Online Form?**

A. After submitting the online application successfully, the system will generate a Confirmation message by SMS with a **system generated Application Number**. This itself is proof of your application status. You may please note down this Application Number, take

a print out of the application by using print option available on the screen. You can also take a print out of application subsequently before the closing date of online application by using the link of 'reprint' option.

**7. Whether a candidate can apply for more than one post?**

A. No.

**8. How can I print my Application if Printer is not available/ not working while applying on- line?**

A. Please note down the system generated Application Serial Number after applying through On-line. You can take a print-out of your 'Registered Online Application Form' at any time before the closing date of online application by clicking on the 'Reprint the Application Form' from the link provided by entering your Advertisement No, Post Name, Application Number and Date of Birth. This facility will be available till the closing date of on-line application process. Hence, the candidates are advised to take print-out of on-line application during this period only without fail.

**9. Whether e-mail ID is required?**

A. Yes. The candidate should have a valid e-mail ID. If not available, may be created for applying on-line. All the correspondence including interview call letter and offer letter or any other information will be sent through your valid e-mail only.

**10. Whom can I contact, if I have other questions or queries?**

A. In case of any doubts or queries regarding process of online submission of application form you can contact Telephone No(s) 040-27186532 / 040-27182956 . In case of any technical issues, Contact Phone Nos. 040-27182470 (between 9.30 AM & 4.00 PM) on all working days. Or e-mail us at "hrrect@ecil.co.in".

**11. What would be the size of photograph for uploading the online application?**

A. Upload the Photograph with the size of not more than 50 KB [in .jpg, .jpeg format only].

**12. What would be size of candidate's signature while uploading the online application?**

A. Upload the signature with the size of not more than 20 KB [in .jpg, .jpeg format only].

**13. What is Class awarded and its definition?**

A. Class awarded is the division provide to the candidate on basis of marks he/she secured in the examination. It is classified as provided below:

1. PASS - upto 49%
2. Second and equivalent - from 50 % to 59 %
3. First and equivalent - from 60 % to 69 %
4. Distinction - 70% and above

**14. Submit button is not visible tried in all browsers, but the button is not visible?**

A. Please set the screen Resolution to 1024x720 pixel and preferred Browser is Latest version of GOOGLE CHROME for the online application to display correctly.

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