

RECRUITMENT OF
ASSISTANTS/ JUNIOR PERSONAL ASSISTANT - 2020
FREQUENTLY ASKED QUESTIONS AND ANSWERS

1.	<p>I wish to apply for the post of Assistant/ Junior Personal Assistant. 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 NESAC Website www.nesac.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 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 Assistant/ Junior Personal Assistant?</p> <p>Answer: No. BE/B.Tech graduates are not eligible to apply for the post of Assistant/ Junior Personal Assistant (administrative support staff). Only Graduates in Arts/Commerce/ Management/ Science/ Computer Applications are eligible to apply.</p>
3.	<p>Can a candidate apply for multiple posts?</p> <p>Answer: Candidates may apply for multiple posts, subject to conditions.</p>
4.	<p>I have applied/registered for the Assistant/ Junior Personal Assistant. 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>
5.	<p>I am Male (General/OBC) candidate. I applied/registered for the Assistant/ Junior Personal Assistant. 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>

6.	<p>I am Woman/Female (General/SC/ST/OBC/PWD) candidate. I applied/registered for the Assistant/ Junior Personal Assistant. 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 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 a Registration Confirmation Form.</p>
7.	<p>I have applied/ registered successfully for the Assistant/ Junior Personal Assistant. What all documents I have to send to NESAC Office? Whether Application Print out has to be sent?</p> <p>Answer: No Objection Certificate (NOC) needs to be uploaded through the online application portal only in the format prescribe for this proposed i.e. Annexure-I.</p>
8.	<p>I have successfully registered/applied for the Assistant/ Junior Personal Assistant. 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 first/second week of DECEMBER 2020, as mentioned in the Advertisement/Notification. Please read “Selection Process” in the notification.</p>
9.	<p>I am currently employed under Central/ State Govt./ PSU/ Autonomous Body and I have successfully registered/applied for the Assistant/ Junior Personal Assistant. How do I send the “No objection certificate” to the NESAC Office? i.e. by Speed Post/Ordinary Post/Registered Post/Courier etc.</p> <p>Answer: No Objection Certificate (NOC) needs to be uploaded through the online application portal only in the format prescribe for this proposed i.e. Annexure-I.</p>
10.	<p>I am working in a private sector/MNC. Am I supposed to submit No Objection Certificate?</p> <p>Answer: No.</p>
11.	<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 the Skill Test?</p> <p>Answer: No.</p>

12.	<p>I have applied for the post of Assistant/ Junior Personal Assistant. 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.</p>
13.	<p>I have applied/registered for the Assistant/ Junior Personal Assistant. 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. 05.10.2020 shall be taken as final. Candidates may note that after 05.10.2020 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. 05.10.2020.</p>
14.	<p>I have applied/registered for the Assistant/ Junior Personal Assistant. I am facing some technical issues with online payment. Whom do I contact for help?</p> <p>Answer: For any technical issues with online payment candidates may send an email to applications@nesac.gov.in, mentioning the required details like Name, Registration Number, Post Applied for, NESAC Reference number, and SBI Reference Number (if available).</p>
15.	<p>I have applied/registered for the Assistant/ Junior Personal Assistant. 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: Payment to be made before submitting of Online application.</p>
16.	<p>I have applied/registered for the Assistant/ Junior Personal Assistant. But I do not have Online Payment Facility. How do I pay the Application Fee?</p> <p>Answer: Application Fee should be made only through Integrated SBI Collect Facility. No other mode of payment will be accepted.</p>

17.	<p>I have applied/registered for the Assistant/ Junior Personal Assistant 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: Only payment through Online mode through SBI collect is accepted. Kindly go through the guidelines for making online payment.</p>
18.	<p>I have applied/registered for the Assistant/ Junior Personal 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?</p> <p>Answer: Kindly check your Bank Account Statement.</p>
19.	<p>I have applied/registered for the Assistant/ Junior Personal Assistant. Can I change the Examination Centre?</p> <p>Answer: Only One Examination Centre at present is identified i.e. North Eastern Space Applications Centre (NESAC), Umiam, Meghalaya.</p>
20.	<p>I am an Ex-serviceman. I wish to apply for the post of Assistant/ Junior Personal Assistant. What is the age relaxation provided to Ex-servicemen?</p> <p>Answer: Age relaxation is as per the Government of India orders.</p>
21.	<p>Please find attached herewith my CV/ Resume. Kindly let me know whether I am eligible for the Assistant/ Junior Personal Assistant. Please inform as to when can I attend the Interview/Skill Test?</p> <p>Answer: Only online applications are accepted. You may visit our website at www.nesac.gov.in to apply against any suitable jobs.</p>
22.	<p>I wish to apply for the Assistant/ Junior Personal Assistant. 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>
23.	<p>It is mentioned in the advertisement “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>

24.	<p>I have successfully submitted the application for the post of Assistant/ Junior Personal Assistant. Can you allot me a different date for ‘written test’ due to personal reasons?</p> <p>Answer: No. <u>The request for change in the date of written test shall not be considered.</u></p>
25.	<p>I am Male (General/OBC) candidate. I applied/registered for the Assistant/ Junior Personal Assistant. 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 <u>05.10.2020</u> only will be considered.</p>
26.	<p>I am Woman/Female (General/SC/ST/OBC/PWD) candidate. I applied/registered for the Assistant/ Junior Personal Assistant. 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 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 (<u>05.10.2020</u>) shall be considered for further processing.</p>
27.	<p>I wish to apply for the post of Assistant/ Junior Personal Assistant. 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>
28.	<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: You may kindly contact Administration Section on the phone numbers mentioned below (at the end of the FAQs).</p>
29.	<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 NESAC website @ www.nesac.gov.in and follow the application procedure as stated in the advertisement/notification.</p>

<p>30.</p>	<p>I wish to apply for the post of Assistant/ Junior Personal Assistant. 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>
<p>31.</p>	<p>I wish to apply for all 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 all posts have to submit the online applications for those posts separately also pay the requisite application/recruitment fee separately.</p>
<p>32.</p>	<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 ₹500/-. [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>
<p>33.</p>	<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 Written Test for both the posts. But Skill Test will be separate for both the Posts.</p>
<p>34.</p>	<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 Assistant/ Junior Personal Assistant?</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>
<p>35.</p>	<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>

36.	<p>I have applied for the Assistant/ Junior Personal Assistant. 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 NESAC 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>
37.	<p>I have applied for the Assistant/ Junior Personal Assistant. 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>
<p>For any queries not included in the above table, candidates may send email at applications@nesac.gov.in with a subject line “Query- Assistant/ Junior Personal Assistant” or call at <u>0364-2570140/ 2308760/ 2308764</u> only. <i><u>For the queries, for which information is already available in the FAQs shall not be replied to over email/telephone.</u></i></p>	
