

## **Frequently Asked Questions**

1. How to apply for the post?

- The detailed advertisement and link for applying online is available on the website of MHA, viz., [www.mha.nic.in](http://www.mha.nic.in) under “What’s New” section or under the tab ‘Vacancies’. Please read the detailed advertisement and apply accordingly.

2. If the print out of the registration slip could not be taken at the time of registration, can it be taken out at a later date?

- Yes. The print out of the registration slip can be taken at a later date.

3. Whether the registration number can be viewed again if the same has not been noted down at the time of submission of application.

- Yes: The same can be retrieved from the website from the link mentioned in point 2 above by providing requisite information like name, date of birth, etc.

4. Whether educational and experience certificates are required to be attached along with registration slip?

- No. Educational and experience certificates are not required to be attached along with registration slips. These certificates will be verified at the time of interview in case you get qualified for the interview after the written test.

5. Is there any reservation for physically handicapped category?

- There is no reservation for physically handicapped (HH, OH, VH) persons.

6. Can a candidate who is awaiting final result apply for the post?

- A candidate must be Graduate as closing date otherwise he/she is not eligible.

7. Whether NOC has to be obtained for applying by the applicants from PSUs / Govt. Departments?

- Candidates from PSUs / Govt. Departments are required to obtain NOC for submitting their applications. NOC will be verified at the time of interview for qualified candidates.

8. Whether the change of center for written examination is allowed after the submission of application.

- No.

9. Whether OBC certificate in the state government perform allowed?

- No, OBC certificate should be in the format prescribed for employment under government of India and the same is given in the appendix II in the “Eligibility Criteria and Other Details” on the website.

10. What to do if photograph and signature are not getting uploaded?

- Please check the size of photograph and signature combined (max 50 KB) and format of the files must be JPG or JPEG.

11. Can the photograph and signature be uploaded at the downloading admit card?

- No, the photograph and signature are to be uploaded at the time of registration only.

12. What is the subject of Tier-I & II? Please give some selective book.

- Tier-I will consist of multiple choice objective type questions while Tier II will be subjective type. No specific book is recommended.

13. What is the syllabus like reasoning, Math, GK etc.?

- Tier-I will focus on General Awareness/ General Knowledge, Reasoning, Comprehension and Mathematical ability and Tier-II will be designed to check the knowledge of English comprehension & writing skill.

14. What is the eyesight for the job? Can a colour blind candidate apply for the job?

- As per the medical standard prescribed for the post, the candidate should possess normal colour vision and should be fit as per our medical standard.

15. Can an ex-serviceman get any age relaxation?

- Yes, as per rules.

16. A candidate who passed out from distance education, can they apply for this job?

- Degree/Diploma etc. obtained through Open Universities/Distance education mode will not be accepted for the purpose of Educational Qualification unless it is recognized by Distance Education Council in terms of Ministry of Human Resource Development Notification No. 44, dated 01.03.1995 published in the Gazette of India dated 08.04.1995 for the relevant period when the candidate acquired the relevant qualification.

17. What is the validity for the challan?

- The challan would be valid till two days after the closing date.

18. Where do we have to submit the hard copy of our certificates?

- Not required. To be submitted at the time of interview, if called for.

19. What if the photograph & signature are not appearing/visible in the registration slip even after uploading the same?

- Please refresh/reload the webpage on your browser.

20. What if a candidate uploaded wrong photograph/signature while registering themselves?

- The candidates are advised to bring original identity certificate along with attested copy of the same to the examination hall. He/She may also bring his/her photograph to the examination hall and should give an undertaking that he/she has uploaded wrong photograph/signature while registering online.

21. Is there any negative marking?

- There is negative marking in Tier-I; for every incorrect answer  $\frac{1}{4}$  mark would be deducted. There is no negative marking in Tier-II.

22. What is the total number of vacancies?

- Total number of vacancies is 1300 **including 130 vacancies** reserved for ex-servicemen as per the following details:

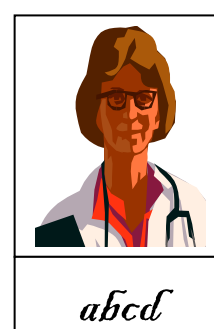
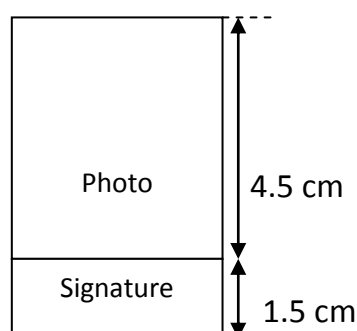
<b>Number of vacancies (including ex-servicemen)</b>	<b>UR</b>	<b>OBC</b>	<b>SC</b>	<b>ST</b>	<b>Total</b>
	951	184	109	56	1300
<i>Vacancies earmarked for Ex Servicemen within the total 1300 vacancies</i>	95	19	11	5	130

23. Is there any age relaxation for State Govt. employees?

- There is no age relaxation for State Govt. employees.

24. How to upload photo and signature?

- Paste your recent passport size photograph on a plain paper. Append your signature under the photograph. Scan this sheet of paper; crop to select the photograph and signature together and ensure that the size of entire file is less than 50 KB. Save this file with a valid name and JPEG or JPG extension/format on the computer being used to apply online. At the time of uploading photograph and signature, upload this file.



25. How to pay the fees?

- Only Male candidates of General and OBC candidates are required to pay the fee. Fees can be paid online as well as offline. For offline payment, one has to generate the challan form and pay the fees in any branch of SBI after two working days. For online payment, after completing step-I, please wait for 24-36 hours for data validation and then pay the fees online by logging in using your username/userid and password. **Online fees can't be paid immediately after completing the applications.** Status of fee paid can be checked after 1 working day (in case of online payment) and 2 working days (in case of offline payment).

26. What if a candidate has furnished incorrect information in the online application?

- In case wrong date of birth or category or name has been entered and application finally submitted, it is advised to apply afresh and appear for the written examination with the admit card bearing correct details.
- If not applied afresh, in case the change is related to date of birth or category, the eligibility of the candidate would be checked vis-à-vis corrections intimated at the time of interview and if he/she is found ineligible to appear for the written exam at that point of time, he/she would not be permitted for interview.
- In case there is minor correction like address, name misspelt, etc there is no need to apply again. In case the candidate is shortlisted for interview, he/she can give an intimation for relevant correction at that time.