

RECRUITMENT OF ASSISTANTS/UPPER DIVISION CLERKS - 2017

FREQUENTLY ASKED QUESTIONS AND ANSWERS-UPDATED

1.	<p>I wish to apply for the post of Assistant/Upper Division Clerk. 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 ISRO Website www.isro.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/Upper Division Clerk?</p> <p>Answer: No. BE/B.Tech graduates are not eligible to apply for the post of Assistant/Upper Division Clerk (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. A candidate may apply for different posts under same/different zones, but cannot apply for same post in different zones. For Ex : A candidate may apply for Post No. 1(Assistant) in Ahmedabad Zone, Post No 2 (UDC) under Dept. of Space and Post No. 3 (Assistant) under Autonomous institute under Bengaluru Zone. However, he/she cannot apply for Post No. 1 (Assistant) in Ahmedabad Zone and again Post No. 1 (Assistant) under Thiruvananthapuram Zone. However, such candidates should select common (same) written test centre for all the posts applied for. Candidates have to make application fee payment separately for applications for different posts.</p>
4.	<p>I have applied/registered for the Assistant/Upper Division Clerk. 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>My College/Institute/University name does not appear in the list given? Which university should I select?</p> <p>Answer : You may select “other Universities” option available in the drop down menu</p>
6.	<p>I am Male (General/OBC) candidate. I applied/registered for the Assistant/Upper Division Clerk. 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>
7.	<p>I am Woman/Female (General/SC/ST/OBC/PWD) candidate. I applied/registered for the Assistant/Upper Division Clerk. 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>
8.	<p>I have applied/ registered successfully for the Assistant/Upper Division Clerk. What all documents I have to send to ISRO Headquarters? Whether Application Print out has to be sent?</p> <p>Answer: Those who are already employed under Central/State Govt/PSU/ Autonomous Bodies should send the “No objection certificate” from the employer concerned. No other documents except NOC (if applicable) to be sent to Administrative Officer(Recruitment), Antariksh Bhavan, ISRO HQ, New BEL Road, Bangalore -560094; however candidates are required to produce the original documents, as and when required by the office.</p>
9.	<p>I have successfully registered/applied for the Assistant/Upper Division Clerk. 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 October 2017, as mentioned in the Advertisement/Notification. Please read “Selection Process” in the notification.</p>
10.	<p>I am currently employed under Central/State Govt/PSU/ Autonomous Body and I have successfully registered/applied for</p>

	<p>the Assistant/Upper Division Clerk. How do I send the “No objection certificate” to the ISRO HQ? i.e. by Speed Post/Ordinary Post/Registered Post/Courier etc.</p> <p>Answer: You may send the “No Objection Certificate” by Ordinary Post or Speed Post to “Administrative Officer (Recruitment) Antariksh Bhavan, ISRO HQ, New BEL Road, Bangalore -560094”.</p>
11.	<p>I am working in a private sector/MNC. Am I supposed to submit No Objection Certificate?</p> <p>Answer: No.</p>
12.	<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 Interview?</p> <p>Answer: No.</p>
13.	<p>I am employed in Central Government. However I have not completed 3 years of service. Whether, in the online application I should select option ‘Yes’ or ‘No’?</p> <p>Answer: You may select the option “No” if, you have not completed 3 years of continuous service. However, you may apply through proper channel or send the ‘No objection Certificate’ from the employer concerned to “Administrative Officer (Recruitment) Antariksh Bhavan, ISRO HQ, New BEL Road, Bangalore -560094”.</p>
14.	<p>I have applied for the post of Assistant/Upper Division Clerk. 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>
15.	<p>I have applied/registered for the Assistant/Upper Division Clerk. 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. 31.07.2017 shall be taken as final. Candidates may note that after 31.07.2017 no details including category (SC/ST/OBC/UR) shall/can be edited on request. Hence</p>

	<p>candidates may reconfirm all the details entered before ‘last date of submitting application-i.e.31.07.2017’.</p>
16.	<p>I have applied/registered for the Assistant/Upper Division Clerk. 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 icrb@isro.gov.in , mentioning the required details like Name, Registration Number, Post Applied for, ISRO Reference number , and SBI Reference Number(if available).</p>
17.	<p>I have applied/registered for the Assistant/Upper Division Clerk. 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: Link for applying online is available in the “CAREERS” portal of ISRO Website www.isro.gov.in. Please click on the corresponding advertisement (Heading). Next click on “Visit Page” link. Scroll Down to see a link for making online payment. The candidate can pay the fee before the last day for payment of fee (01.08.2017) by accessing the link "Make Payment" link available in advertisement page. Candidate has to provide his registration number, Date of Birth and later click on the "Make Payment" button and follow the payment process. <i>Though last date for payment is 01.08.2017 Candidates are, however, advised to make online payment by 30.07.2017 to avoid any unexpected transaction failures/issues Application fee is non-refundable and shall not be refunded under any circumstances.</i></p>
18.	<p>I have applied/registered for the Assistant/Upper Division Clerk. But I do not have Online Payment Facility. How do I pay the Application Fee?</p> <p>Answer: The candidate can choose “Offline” payment option available after clicking on “Make Payment” link. A Challan/remittance form is generated which may be downloaded and printed. The candidate may now make offline payment by cash by visiting any of the nearest SBI Branches using the printed Challan/remittance form within 3 days of generation of challan or last day for payment, whichever is earlier.</p>
19.	<p>I have applied/registered for the Assistant/Upper Division Clerk and selected “Offline Payment” mode. But I could not print the Challan/Remittance Form. How do I get Challan/Remittance Form</p>

	<p>at later date?</p> <p>Answer: Link for downloading Challan/Remittance Form is available in the ONLINESBI Website (http://www.isac.gov.in/CentralOCB-2017/advt.jsp) Please click on the above mentioned link. Select Merchant Name “ISRO” from the drop down menu. Enter the other details required like, Bank Reference Number or Merchant Reference Number, Date of Birth or Mobile Number and Click on “Go” Button. A Challan/remittance form is generated which may be downloaded and printed. The candidate may now make offline payment by cash by visiting any of the nearest SBI Branches using the printed Challan/remittance form.</p>
20.	<p>I have applied/registered for the Assistant/Upper Division Clerk. 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: Link for applying online is available in the “CAREERS” portal of ISRO Website www.isro.gov.in. Please click on the corresponding advertisement (Heading). Next click on “Visit Page” link. Scroll Down to see a link checking the payment status. The candidate can click on the "Payment Status" link to check the payment status, after 24 hours of having made the online payment.</p>
21.	<p>I have applied/registered for the Assistant/Upper Division Clerk. Can I change the Examination Centre?</p> <p>Answer: Yes. There is a provision for changing the Written Test Centre provided in the online application, up to the date of screening of the online applications. <u>However, after the initial screening of the online applications is completed, the requests of the candidates for change in the written test centre will not be entertained.</u></p>
22.	<p>I am an Ex-serviceman. I wish to apply for the post of Assistant/Upper Division Clerk. What is the age relaxation provided to Ex-servicemen?</p> <p>Answer: Age relaxation is as per the Government of India orders.</p>
23.	<p>Please find attached herewith my CV/ Resume. Kindly let me know whether I am eligible for the Assistant/Upper Division Clerk. Please inform as to when can I attend the Interview?</p> <p>Answer: Only online applications are accepted. You may visit our website at www.isro.gov.in to apply.</p>

24.	<p>I wish to apply for the Assistant/Upper Division Clerk. 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>
25.	<p>It is mentioned in the advt “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>
26.	<p>I have successfully submitted the application for the post of Assistant/Upper Division Clerk. 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> The written test shall be conducted on 15.10.2017 (Sunday) only, unless otherwise notified in the website.</p>
27.	<p>I am Male (General/OBC) candidate. I applied/registered for the Assistant/Upper Division Clerk. 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 (01.08.2017) only will be considered.</p>
28.	<p>I am Woman/Female (General/SC/ST/OBC/PWD) candidate. I applied/registered for the Assistant/Upper Division Clerk. 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 (31.07.2017) shall be considered for further processing.</p>
29.	<p>I wish to apply for the post of Assistant/Upper Division Clerk. 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>
30.	<p>Where will I get the old Question Papers?</p> <p>Answer: Previous years question papers are available in the ISRO Website and published under the advertisement.</p>
31.	<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 ICRB Cell on the phone numbers mentioned below (at the end of the FAQs).</p>
32.	<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 ISRO website @ www.isro.gov.in and follow the application procedure as stated in the advertisement/notification.</p>
33.	<p>Please provide the postal address for sending No Objection Certificate.</p> <p>Answer: The 'No Objection Certificate' may be sent to the following address by ordinary post or speed post: Administrative Officer (Recruitment) Antariksh Bhavan ISRO Headquarters New BEL Road, Bangalore-560094</p>
34.	<p>I wish to apply for the post of Assistant/Upper Division Clerk. 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>
35.	<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</p>

	have to submit the online applications for those posts separately.
36.	<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, 2 and 3, have to separately remit application fee of ₹100/-. [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>
37.	<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 exam for both the posts.</p>
38.	<p>I have applied for the two posts Post No. 1 and Post No. 3. Whether there will be two separate exams for these posts?</p> <p>Answer: No. There will be a single/common exam for both the posts.</p>
39.	<p>I have applied for the two posts Post No. 2 and Post No. 3. Whether there will be two separate exams for these posts?</p> <p>Answer: No. There will be a single/common exam for both the posts.</p>
40.	<p>I have successfully submitted the application for the post of Assistant/Upper Division Clerk. (I have also sent the challan copy by post to ISRO HQ. How do I check my application status?</p> <p>Answer: You may visit our site www.isro.gov.in to get the status of your application. Separate link is provided in the advt.</p>
41.	<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 ISRO website @ www.isro.gov.in and follow the application procedure as stated in the advertisement/notification.</p>
<p>For any queries not included in the above table, candidates may send email at icrb@isro.gov.in with a subject line “Query-Assistant/UDC” or call at 080-22172465/22172264/22172260 only. <i>For the queries, for which information is already available in the FAQs shall not be replied to over email.</i></p>	

Zone-Wise Vacancies

1. VACANCIES IDENTIFIED FOR AHMEDABAD ZONE

Centre/Unit	UR	OBC	SC	ST	Total
<u>ASSISTANTS – POST NO.1</u>					
SAC	12	05	03	0	20
TOTAL	12	05	03	0	20
<u>ASSISTANTS IN AUTONOMOUS BODIES – POST NO.3</u>					
PRL	08	04	01	03	16
TOTAL	08	04	01	03	16

2. VACANCIES IDENTIFIED FOR BENGALURU ZONE

Centre/Unit	UR	OBC	SC	ST	Total
<u>ASSISTANTS – POST NO.1</u>					
ISAC	32	18	06	03	59
ISRO HQ	10	07	02	01	20
MCF	02	01	01	0	04
ISTRAC (1 post under ISTRAC is identified for posting at Port Blair)	07	02	03	01	13
LPSC, B'LURU	01	0	0	0	01
TOTAL	52	28	12	05	97
<u>Upper Division Clerk – POST NO.2</u>					
DOS	0	0	01	01	02
TOTAL	0	0	01	01	02
<u>ASSISTANTS IN AUTONOMOUS BODIES – POST NO.3</u>					
ANTRIX	04	02	01	0	07
TOTAL	04	02	01	0	07

3. VACANCIES IDENTIFIED FOR HYDERABAD ZONE

Centre/Unit	UR	OBC	SC	ST	Total
ASSISTANTS – POST NO.1					
NRSC	14	06	06	01	27
TOTAL	14	06	06	01	27
<u>ASSISTANTS IN AUTONOMOUS BODIES – POST NO.3</u>					
NARL	01	0	0	0	01
TOTAL	01	0	0	0	01

4. VACANCIES IDENTIFIED FOR NEW DELHI ZONE

Centre/Unit	UR	OBC	SC	ST	Total
ASSISTANTS – POST NO.1					
IIRS, Dehradun	02	01	01	00	04
TOTAL	02	01	01	00	04
<u>ASSISTANTS IN AUTONOMOUS BODIES – POST NO.3</u>					
SCL	07	04	03	00	14
TOTAL	07	04	03	00	14

5. VACANCIES IDENTIFIED FOR SRIHARIKOTA ZONE

Centre/Unit	UR	OBC	SC	ST	Total
SDSC SHAR	17	10	04	04	35
TOTAL	17	10	04	04	35

6. VACANCIES IDENTIFIED FOR THIRUVANANTHAPURAM ZONE

Centre/Unit	UR	OBC	SC	ST	Total
ASSISTANTS – POST NO.1					
IPRC	03	02	01	0	06
LPSC, Valiamala	03	0	0	0	03
VSSC	46	23	11	0	80
TOTAL	52	25	12	0	89
<u>ASSISTANTS IN AUTONOMOUS BODIES – POST NO.3</u>					
IIST	01	0	0	0	01
TOTAL	01	0	0	0	01

<p style="text-align: center;"><u>SCL</u></p> <ul style="list-style-type: none"> • 01 – PWD (OH) • 02 – Ex-Servicemen 	<p style="text-align: center;"><u>VSSC</u></p> <ul style="list-style-type: none"> • 11 – PWD (VH – 7; 4 – HH) • 08 – Ex-Servicemen
<p style="text-align: center;"><u>NRSC</u></p> <ul style="list-style-type: none"> • 01 – PWD (OH) • 03 – Ex-Servicemen 	<p style="text-align: center;"><u>IPRC</u></p> <ul style="list-style-type: none"> • 01 – Ex-Servicemen
<p style="text-align: center;"><u>PRL</u></p> <ul style="list-style-type: none"> • 01 – Ex-Servicemen 	<p style="text-align: center;"><u>ISTRAC</u></p> <ul style="list-style-type: none"> • 01 – PWD (VH-Low vision) • 06 – Ex-Servicemen • 1 vacancy identified for Port Blair
<p style="text-align: center;"><u>ISAC</u></p> <ul style="list-style-type: none"> • 03 – PWD (OH – 2; HH -1) • 06 – Ex-Servicemen 	<p style="text-align: center;"><u>SAC</u></p> <ul style="list-style-type: none"> • 01 – PWD (HH) • 02 – Ex-Servicemen
<p style="text-align: center;"><u>SDSC SHAR</u></p> <ul style="list-style-type: none"> • 01 – PWD (HH) • 06 – Ex-Servicemen 	<p style="text-align: center;"><u>ISRO HQ</u></p> <ul style="list-style-type: none"> • 01 – PWD (HH) • 02 – Ex-Servicemen
<p style="text-align: center;"><u>ANTRIX</u></p> <ul style="list-style-type: none"> • 01 – Ex-Servicemen 	

DOS/ISRO Centres/Units

Zone	Centres/Units
Ahmedabad	Space Applications Centre, Ahmedabad; Physical Research Laboratory, Ahmedabad (Autonomous)
Bengaluru	ISRO Satellite Centre, Bengaluru Liquid Propulsion Systems Centre(LPSC), Bengaluru ISRO Telemetry, Tracking and Command Network(ISTRAC),Bengaluru & Port- Blair Department of Space(DOS), Bengaluru ISRO Headquarters, Bengaluru Master Control Facility(MCF), Hassan Antrix Corporation Limited, Bengaluru(Central PSU))
Hyderabad	National, Remote Sensing Centre(NRSC), Hyderabad; National Atmospheric Research Laboratory (NARL), Gadanki(Autonomous)
New Delhi	Indian Institute of Remote Sensing(IIRS), Dehradun Semi-Conductor Laboratory(SCL), Chandigarh(Autonomous)
Sriharikota	Satish Dhawan Space Centre(SDSC, SHAR), Sriharikota
Thiruvananthapuram	Vikram Sarabhai Space Centre (VSSC), Thiruvananthapuram Liquid Propulsion Systems Centre(LPSC), Valiamala ISRO Propulsion Complex (IPRC), Mahendragiri, Tamilnadu Indian Institute of Space Science & Technology, Thiruvananthapuram(Autonomous)
