FREQUENTLY ASKED QUESTIONS

1. **How an applicant can access the site to fill up the Online Recruitment Form (ORF)?**
   The applicant has to visit the URL http://www.recruitment.neeri.res.in to access the home page of the online Recruitment Form.

2. **When an applicant can apply online application for a particular Recruitment? Can he/she apply any time during the year for a particular Recruitment?**
   An applicant can register and apply for a particular Recruitment only when it has been notified by the NEERI Recruitment Cell. Brief information containing the extracts of the Recruitment which is being notified is published in the leading News Papers. The complete and detailed information will be available on website http://www.recruitment.neeri.res.in.

3. **Can anyone apply online for a particular Recruitment?**
   Yes, an applicant who fulfils the eligibility criteria can apply for the particular recruitment.

4. **What should an applicant do if there is lot of delay in accessing the page?**
   The delay in accessing the Page depends upon various factors like Internet Speed, large number of applicants trying to register the application at the same time etc. Therefore if you are not able to get the page for registration promptly, please retry after some time or during off-peak hours.

5. **Is it necessary to fill up the details related to pin code/phone No. with area code/Mobile No./email?**
   Pin-code, one primary telephone number and e-mail address is mandatory to be filled in by the applicant. This information is necessary for communicating with applicant.

6. **How do the applicant will move to the next page when columns on one Page have been completely filled in?**
   When one Page have been completely filled in, applicant should click on the "Save & Continue" button at the bottom of the same page.

7. **Do the applicant have to pay fee?**
   If the applicant do not belong to a fee exempted category, then the applicant have to pay the fee.

8. **What is the procedure to pay the fee for the Online Recruitment Application?**
   There are two options for the payment of fee:
   i.   The applicant has to transfer the required amount via NEFT/IMPS/RTGS and the details of the said transaction has to be filled in the application form.
   ii.   The applicant can also pay the fee via Demand Draft and details of the Demand Draft must be furnished in the application form.

9. **After submitting the Online Recruitment Form. Should the applicant send the printout of the application to the NEERI Recruitment Cell by post/by hand?**

No, the applicant is not required to send the printout of the application to the NEERI Recruitment Cell by post/by hand. However, if you are shortlisted for interview, then you have to bring the printout of your online application along with other documents, for which you will be informed separately.

10. **Can an applicant make changes after the submission of Online Application Form or he/she can change his/her uploaded photograph and signature.**
You can change/update the information in different modules (except registration details) before the submission of the Online Recruitment Form. An applicant is advised to submit his/her Online Recruitment Form when he/she feel that all information is correct. Once submitted, the information filled cannot be changed anymore. Applicant is also advised to check the quality of photo and signature being uploaded.
The candidates may note that in case the quality of photograph/signature is not acceptable/ poor, then their application is liable to be rejected by the NEERI Recruitment Cell.

11. **In which format the scanned photograph and signature should be?**
The images of the photograph and signature should be scanned in the .jpg format.

12. **Whether the photograph should be in Black & white or should it be in a colour?**
Colour photographs with good quality are acceptable. The photograph should be identifiable

13. **What should be the size of the scanned photograph and the signature?**
   ▪ SIGNATURE: The applicant should scan his/her signature which has been put on white paper with black ink pen.
   ▪ PHOTOGRAPH: The photograph should be scanned in colour and must not be old more than six months.
Each of the scanned images of the photograph/signature should not exceed 40 KB in size (for photograph, the pixel size is 140 pixels height x110 pixels width and for signature it should be 110 pixels height x140 pixels width) and also to be ensured that the uploaded photograph/signature are proper.

14. **If the Photograph is not of the proper pixel size given, then how to convert it?**
Use any image editing software such as MSPaint or others image editing software. To delete the unnecessary print area, use the CROP option after selecting the Image. To resize to proper pixel size use the resize option.

15. **If the Photograph is not in the desired format, then how to convert it?**
If the image is in any other format such as .tiff, .bmp etc, then open the photo in MsPaint or other image editing software and click save as option to save it in the desired format (.jpg).

16. **How do I load my signature/photograph?**
The scanned photograph and signature, in the prescribed format and specification, are to be uploaded in the "Photo & Signature Upload" Module.

17. **My photograph and signature uploaded on the website are not appearing to be in order. What should I do?**
After uploading the photograph and signature if the applicant is satisfied with the uploaded images he may click on Confirm Upload button. In case the applicant is not satisfied with the

uploaded images, he may click on the Reload Photograph or Reload Signature button. The process can be repeated till satisfaction. The Candidates may please note that if the quality of photograph/signature is poor or it is not in the prescribed format and specification, the application is liable to be rejected. After having clicked on the Confirm Upload button, the system will not allow any changes in the photograph/signature.

18. **What documents am I supposed to upload in the UPLOAD DOCUMENT MODULE?**
An Applicant is required to upload PDF of document(s) to substantiate the claim in respect of DOB, Educational Qualification(s), Community, Education, Experience or any other information, as made in his/her online application. The candidate may scan the relevant document(s)/certificate(s) in 200 dpi Grey Scale and convert into a single PDF file upto 6 MB. The PDF so created must not be password protected.

19. **After filling up the Online Recruitment Application, applicant got Blank Screen / Internet got disconnected / My PC closed / hanged / shutdown. Is my application saved?**
The applicants are requested to press 'Save and Continue' Button after completing each module. The information up to the point where you last clicked the 'SAVE AND CONTINUE" button shall be saved.

20. **How do I know that my Online Recruitment Form is saved and have been received ONLINE in the NEERI Recruitment Cell?**
The applicant will get a confirmation email after the submission of the form.

21. **What details should I provide while making correspondence with the NEERI Recruitment Cell?**
In case of correspondence with the NEERI Recruitment Cell an applicant must mention these details -Name of post for which he applied, vacancy no., Advertisement number, registration id, Applicant's name, father's name, date of birth and the application number.

22. **I am facing problem in completing my Online Recruitment Application (ORA). How should I resolve my problem?**
Ensure that the Web Browser/ Internet Browser is of latest version, Java Script is enabled, Pop-up blocker is disabled. If problem still persists, kindly communicate the problem being faced by you to NEERI Recruitment Cell.

23. **Where an applicant may contact for any queries related to the recruitment for the post for which I have successfully submitted my online application?**
Please refer to our website http://www.neeri.res.in/ for details like Interview Schedules, Results, and Cancellation etc.
You may also contact at the NEERI Recruitment Cell on following No. xxxx-xxxxxxxx, xxxx-xxxxxxxx and xxxx-xxxxxxxx or email: visit NEERI Recruitment Cell <address>