

Government of India
Ministry of Earth Sciences
National Centre for Coastal Research (NCCR)
NIOT Campus, Velachery - Tambaram Main Road, Pallikaranai,
Chennai - 600100

Recruitment of Project Positions

This FAQ is prepared to address User's Queries / Clarifications, regarding submission of online application for Project Positions and is in the order of queries received from the users. Users are requested to read the FAQ.

FREQUENTLY ASKED QUESTIONS (FAQ)

1. What are all the pre-requisites for the online application filling?

Before filling the online application, you should keep ready of all the required scanned documents (DOB certificate/SSLC mark sheet, HSC mark sheet, Degree mark sheets and certificates separately, Training certificates separately, Employment certificates separately, write-up on details of research work, list of publications, write-up for field of special interest, any other information, scanned passport size photo, scanned image of your signature). Photo and signature should be in jpg/png file format and all other documents in PDF format with size restrictions (less than 1MB and are indicated in the application form).

2. After clicking, the page is not opening and showing "you don't have permission to access" Why?

For this, users are requested to delete the history, cookies and clear the caches for their browser and Refresh the page. Still having problem, open the site with another browser.

3. Why the page is not showing anything and some times showing "Site is under maintenance".

Sometimes for maintenance purpose, the site is temporarily disconnected and the connection will be resumed within a shorter period of time. For this, users are requested to wait for the resumption of server.

4. I could not able to Login why? (OR) Access denied and You are not authorized or your account is blocked messages appearing in the screen, why?

Account Details Incorrect: Check the username and password if it is entered correctly, matching with the details given at the time of registration for project post recruitment.

(OR)

User account is NOT ACTIVATED: Once the user is registered with online Application, an email containing the activation link will be sent to user's email id. By clicking the activation link (one time), the user account will be activated and after that user can be able to login using their user name and password. Please note that only after the activation of your account (by clicking the link sent to user's email), user can be able to login, apply online, etc..

(OR)

Blocked Users: Due to multiple attempts with the wrong credentials of user's account, the user account will be blocked by the system. To unblock the account, users are requested to send email with the following details and upon receipt of the email, user account will be unblocked within two working days. Send an e-mail for unblocking the account with "**Release My Account**" as a Subject, through email to NCCR (rect@nccr.gov.in) along with the **details of blocked username and email id** in the content of the email. The request email **for unblocking the user account will be accepted up to the period of user registration at NCCR site.** The unblocked account information will be intimated to user through his/her registered email id.

5. I got the Reference Number details through email and I am unable to Print my Application What to do?

After login to the page, there is a link "Completed Application" available in the Dashboard menu and on clicking, the window will show all the online applications submitted by the user. In the respective "Action" column, there is a "View" link and using this link, the application can be viewed and printed by using the "PRINT" button, available at the bottom of the page. Remember, the confirmed applications only be listed in the "Completed Applications" view.

6. I am not getting any activation link or any details of my account, Why?

It is observed that some of the applicants are giving invalid email ids during their registration process. Some of the user's mail boxes are blocked by their domains due to inactive or oversized inbox. In some other cases, users entered wrong email ids during registration. Remember, the activation links for registration of users account will be sent to the registered valid email id.

7. I want to apply fresh and want to withdraw my previously submitted online application. The system is not allowing to apply for the same post again. What to do?

Users are requested to send their cancellation request details in the prescribed format and send the scanned copy of their signed request by email with the **subject line: "Request for Cancel My Application"**. **(FORMAT: - Title : Cancellation of my Submitted Application, 1)Name, 2)User id, 3)Email id, 4)Post(s) applied for, 5)Reference Number(s), 6)Date and time of submission of application (to be cancelled), 7)Reasons for cancellation and 8)Signature of the Applicant. 9) Any other relevant Information. The request sheet should be in A4 sheet, containing all the requisite details.**

The request email for canceling the already submitted application to apply again for the same post will be accepted only up to 19.08.2021, 8PM. ONLY one request for each post from a particular user will be considered.

If the stated reason is genuine and reasonable, the submitted application by the user will be cancelled and the cancelled status will be

intimated through user's email id. After the cancellation, user can be able to apply online for the particular post again.

8. I am unable to submit my online application what to do? Is it possible to send my application in other methods like email or by Post with hard copy application?

NO. As mentioned in the advertisement document, online application with the requisite documents should be submitted online on or before the due date. NCCR will consider only the applications which are complete in order, as per the prescribed format and stipulated method, given in the advertisement document.

9. I have successfully submitted my online application and a confirmation message with reference number also shown. I have also received email on my successful submission of my application with reference number. I am unable to Print my application. How to print my submitted online application?

Once the online application is confirmed and submitted successfully, the application will be assigned a reference number by the system. The submitted applications can be viewed and printed using the "Completed Application" link available in the Dashboard and by clicking on this link, list of applications submitted by user will be shown with option of "View" in the "Action" column (rightmost). After clicking the "View", user can view and can be able to take the print out of their application. The "PRINT" button is available at the end of the page.

10. I have not received my final year certificates from my College/University. Am I eligible to apply for the suitable posts advertised by NCCR?

NO. As mentioned in the advertisement document, It is mandatory that the requisite photocopies of certificates/ consolidated mark lists (self-attested) and other supportive documents should be submitted online on or before the due date.

11. I am sending my application and my CV thru email . Can you consider my application for further process?

NO. As mentioned in the advertisement document, the online application with the requisite documents should be sent to NCCR on or before the due date. NCCR will consider only the applications which are complete in order as per the advertisement document.

Applications received through email for the advertised posts, which are not in the prescribed format , not following the stipulated method of submission and without REFERENCE NUMBER entries, all will be rejected.

12. I have taken my print out of application, signed and send it other documents through email. Is it OK?

NO. Please read the General Conditions of the advertisement notice.

Applicants are requested to follow instructions given in the advertisement notice, instructions given in the online portal and this FAQ collectively, before applying/submitting and adhere to all the conditions mentioned.

13. Is the Reference Number is essential in the online application?

Yes, Once the user confirmed the correctness of the entries in the online application, system will generate a reference number and will be assigned with the application, once the user confirmed/submitted online. Since the evaluation of the application is based on the reference number, it is mandatory for the application. Applicants are requested to verify that the Reference Number is printed on their application before submitting the application.

14. Am I eligible to apply for the Post?

Please read the advertisement notice carefully for the eligibility details.

15. I am not getting the activation link details in my mail box. Why?

If the email id is a valid one, definitely the user get all the information required for online application process. It is observed that some of the users mail is bounced due to invalid email ids and in some cases, due to oversized inboxes. Users are requested to delete unwanted mails and to reduce the mail boxes so that the incoming mail will reach their inbox.

16. I am not getting the confirmation mail for submitting my online application, what to do?

The confirmation mail (regarding the online submission) not received by user is not a problem. Once applicant submitted his/her online application, the application is assigned unique REFERENCE NUMBER, generated by the system. The confirmed application submitted by user is available in "Completed Applications" list..

17. I am in last semester of my masters degree course which is ended in this August 2021. Can I apply for the posts advertised?

READ the advertisement document, wherein requisite certificates/documents are listed. The requisite documents should be sent with the application on or before the due date of submission.

18. The website is showing Access Denied message. How should I access the website and fill the application form?

Due to multiple attempts of wrong account details given by user , the account is blocked. The error message will be shown on the screen like "Your account is not activated or is Blocked". For unblock user account, please REFER Question no 3 in this FAQ.

19. Can I apply for more than One Post and submit more than one application for a particular post (I have done some mistakes in my previous submission)

As per instruction, Separate applications should be submitted for each post, if the applicant wants to apply for more than one post.

In other words, multiple applications (with reference number) received from an applicant for the particular post code will be rejected. That is, **only one application, received from an applicant for a particular post code will be considered and otherwise all the applications will be rejected.**

Applications received through email for the post, which are not in the prescribed format, not following stipulated method of submission of application and not having system generated Reference Number will be rejected.

20. How do I know my application is accepted by NCCR and for further notices relating to this recruitment.

Applicants are advised to visit the Recruitment page of NCCR for further notices / updates related to this recruitment. Also, some of the important notices may be posted through user's Dashboard link or through user's email id.

(Will be updated regularly)