

## Frequently Asked Questions (FAQs)

**1. Whether I am eligible for the Post/Posts?**

Ans. Kindly go through the detailed Advertisement uploaded on the NCERT website ([www.ncert.nic.in](http://www.ncert.nic.in)). If you fulfill all the eligibility condition as mentioned in advertisement upto the cutoff date i.e. 16.01.2026 then you may apply.

**2. Whether age relaxation is applicable to the other post which is not reserved for the particular category(s)**

Ans:- Age relaxation is applicable only to the category for which the particular post is reserved. For example if the post is advertised under UR Category for which Maximum age 35 years, then age relaxation will not be given to SC/ST/OBC Candidates, however, SC/ST/OBC may applied for the post if their age is below 35 years and fee exemption will be given to them.

**3. What is Scheme & Syllabus for all advertised posts?**

Ans: Scheme & Syllabus is available at NCERT website ([www.ncert.nic.in](http://www.ncert.nic.in)) under Vacancies->Non- Academic.

**4. What will be the exam cities?**

Ans: Please keep visiting NCERT's website regularly for updates in this regard.

**5. I mistakenly typed wrong detail during online submission of application. What should I do?**

Ans: As per the instruction given in the advertisement, once the form is submitted, the details can't be changed and also there is no provision for the technical team to change any applicants' details.

**6. Where will be the centre for those Posts for which the mode of selection has been stated as Skill Test/Interview ?**

Ans: NCERT Headquarter at New Delhi

**7. In case of any queries where should I report for help ?**

Ans: You may send your queries through the "HELPDESK" available on the Online Application Portal. Alternatively, you may contact at 022-61087539 on Monday to Friday (9:00 AM to 6:00 PM).

**8. If am not working in government sector what should I fill in the salary details i.e. Payband and Grade Pay?**

Ans. You may enter your Basic/CTC/IRD/Total Emoluments getting from your organization.

**9. I have experience prior to Essential Qualification, whether my experience will be considered for the advertised posts that requires experience.**

Ans: As mentioned in the advertisement, experience earned after completing essential educational qualification for the post applied will only be considered.

**10. What is the Opening and Closing date for applying online application?**

Ans. Opening date is : 27-12-2025, 09:00 AM and Closing Date is 30-01-2026 11:55 PM.

**11. What should I upload for "Graduation/Post Graduation Degree" if do not have Graduation Degree/Marksheet issued by University?**

Ans. You may upload provisional Degree or Marks Sheet of the Graduation/Post Graduation in both the columns where mandatory, if any of the above is not available.

**12. How will I get the alert of examination/communication for necessary information?**

Ans. The applicant should furnish the correct email ID/ Mobile Phone number for alerts and communication, which should not be change throughout the recruitment process.

**13. Whether Typing test will be conducted after written test for the post of Lower Division Clerk?**

Ans: Yes, and the efficiency test will be as reflected in the Recruitment Rules/Scheme & Syllabus for the post.