

Frequently Asked Questions (FAQs)

1. What should I do If application fee is deducted from my account but payment status in the portal is not updated and again asking for Payment?

Ans. In such case DO NOT pay again and wait for some time and go to "Submission" option and proceed to submission so that without asking for payment application will be submitted.

2. Double payment (application fee) deducted from my account how do I get refund for the same?

Ans. In case multiple times the application fee is deducted for the same post you may please approach serving bank for refund.

3. If I forgot my password, how to reset my password?

Ans. Go to Forgot password option and provide your registered email address and click on the link provided at your registered email and reset your password.

4. If calendar option is not working properly while filling date details what should I do?

Ans. It is suggested to use Google Chrome browser to avoid such problem.

5. 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.

6. How to register myself to apply online application?

Ans. On the landing page go to "Don't have an account? Sign Up" to register. You must have valid email and Mobile Number for registration.

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

Ans. Opening date is : 29-04-2023, 09:00 AM and Closing Date is 19-05-2023 11:59 PM.

8. What should I fill in the "Two Referees familiar with your profile and professional contribution"?

Ans. You may refer detail of any person i.e. your friends/family members/neighbours etc. who can confirm your identity. if he/she is not working, you may type "NA" in Institutional Affiliation dropdown and Designation dropdown.

9. 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.

10. 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.

11. Whether I am eligible for the Post/Posts?

Ans. Kindly go through the detailed Advertisement uploaded on the NCERT website (www.ncert.gov.in). If you fulfill all the eligibility condition as mentioned in advertisement upto the cutoff date i.e. 22.04.2023 then you may apply.

12. EDIT Option is not available for updating already entered information, what should I DO?

Ans. Delete already entered data using delete option and then re-enter the details.

13. 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.

14. Whether No Objection Certificate is mandatory?

Ans: NOC is required for only working employees. Further it is also clarified that if you mentioned that you have NOC, then you will have to upload the same too or in case you have applied for NOC but have not got it till the time of applying then you can upload an undertaking to this effect that you will produce the NOC as and when required by NCERT. However,if you are not working then click checkbox available at right corner of NOC Section then apply.

15. 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.

16. What is Scheme & Syllabus for all advertised posts?

Ans: Scheme & Syllabus is available at NCERT website (<https://ncert.nic.in/>) under Vacancies->Non- Academic.

17. What will be the exam cities?

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

18. 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.

19. During filling online application, server showing error?

Ans: Please provide applicant's Name, Post Applied for, Category, PwD Category, Registered Email ID, Registered Mobile No., Problem you are facing along with Error Screenshot etc.

20. 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

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

Ans: You may send your queries to onlinehelpdeskr2@gmail.com

22. How to make corrections in the online applications already submitted?

Ans: A correction window has been opened from 31.05.2023 to 02.06.2023 till 11:59 PM. Kindly visit the NCERT's website at www.ncert.nic.in > Announcement > Vacancies > Non-Academic > Correction Window (Portal) for needful. However, NCERT will not provide any refund/payback to any candidate who corrects her/his social category in the online application form, even though the corrected social category is exempted from payment of fee. In case no correction is required to be made in the online application form, please ignore the correction window.