

ADV-104 : Recruitment to the Post of 'Assistant'

Frequently asked Questions (FAQ)

Q	I have problem in submitting the application on-line. What may be the reason?
A	Please use latest browser Internet Explorer 7.0 or above for submitting your application. Still if problem continues, please send a mail to admin-hr@jetmail.ada.gov.in informing about the problem/type of error message with screenshot.
Q	I have filled up page one of the online application but not able to go further due to error shown by the system. Will my application be treated as complete and considered?
A	The on-line application has three profiles viz Personal, educational/ professional and experience ending with candidate declaration. After successful completion of all these fields only the application is considered as complete. Incomplete applications will be rejected and no intimation will be given on it.
Q	I want to make some changes in my application already registered. Can I edit my application now?
A	There is NO provision to edit the application but, you can only view your application by giving post name, application number and password. However you can submit a fresh application with the latest details.
Q	Is there any limit in registering number of applications?
A	There is no limit however application with higher application registration number will be considered for processing.
Q	How to take print of my application?
A	You can take Printout of your application using 'view application' link by giving Post applied, application number and password.
Q	How to view my application if I forget my password?
A	Please send a request mail to admin-hr@jetmail.ada.gov.in by giving your name and DOB.

Q	Where can I post my queries if I have any difficulty in submission of application or any genuine queries?
A	You can post it only on admin-hr@jetmail.ada.gov.in
Q	Is it required to send hard copies of the application with copies of certificates?
A	Yes. In addition to registration on website, candidates should forward a hard copy of the registered online application (downloaded from the given website) alongwith self attested copies of all certificates and testimonials to the address by Registered / Speed Post as mentioned in the advertisement. Please refer para B(3 to 5) of the advertisement!
Q	Is there any order in arranging the attested copies of the documents and testimonials before putting in the envelope for posting?
	Yes. All the photocopies should be neatly tagged in the order starting with On-line application print-out (on top) followed by self attested copies of current experience certificate, NOC (if applicable), previous experience certificates, Post Graduation Certificate with marks sheet, Graduation Certificate with marks sheet, Computer / Typing Skill Certificate, Diploma/PUC/12 th Std Certificate, SSLC/10 th Std Certificate, Caste Certificate, photo ID /address proof etc. for quick verification of the original documents.
Q	How will I know that my application is registered successfully on ADA website ?
A	The online application is divided into three candidate profile sections i.e Personal, Educational and work experience profiles. The candidate has to complete all these three profiles and at the end a password to view the application is to be entered. On 'Submit' the candidate will get an application registration number which has to be preserved and quoted for any future communication with ADA. If the application is incomplete, an error message will appear advising the candidate to complete the unfilled data. Candidate not filling all the three profile sections as mentioned above or not filling the mandatory information column (star marked), their application will be considered as incomplete and invalid by the system.
Q	What is the procedure for serving Govt Employee like me to apply
A	Candidates working in Govt. Establishments should forward their application having copies of all certificates alongwith No Objection Certificate from their Employer. Candidate will not be permitted to take up the written test without NOC .

Q	Is there any format for attaching proof of SC, ST and OBC .
A	Candidates belonging to SC, ST and OBC need to forward certificate only as per the prescribed Performa for appointment to posts under the Govt. of India. The sample Performa is available on ADA web site as annexure to this advertisement. Certificate in no other format will be accepted. Candidates belonging to OBC category, in addition to OBC certificate, need to forward a form of declaration also along.
Q	Is passing in first class in Degree level essential for applying? I have first class in my post graduation exam but not in degree level. Am I eligible to apply.
A	Obtaining First class in Degree level is mandatory requirement as degree is the basic qualifying education requirement.
Q	I am getting a error message and unable to proceed to the next page. How can I complete my application registration successfully?
A	You have to first fill all the star marked data which are mandatory. Secondly you should not use special characters in the application like #,\$,& etc.
Q	When will be the mode and type of test ?
A	The Selection will be based on written test and skill test in Typewriting on computer keyboard only. As per GOI orders holding of interview for junior level posts has hence been dispensed with.

