

ADV-106 : Recruitment to the Post of 'Chief Commercial Officer(MM) /

Sr.Commercial Officer-I(MM)

Frequently asked Questions (FAQ)

Q	I have problem in submitting the application on-line. What may be the reason?
A	Please use 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	Completion of all three profiles viz Personal, educational/ professional and experience ending with candidate declaration is mandatory before final submission of the application. The application will be considered as incomplete if the details as mentioned above are not filled in and no application number will be generated for such applications.
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	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	I want to apply for both the posts. How can I apply?
A	You have to register separately for each post and should have separate application number for each post i.e one application number is generated for one post only.
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.
Q	Is there any order in arranging the attested copies of the documents and testimonials before putting in the envelope for posting?
A	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, Professional Qualification certificate, Post Graduation Certificate with marks sheet, Graduation Certificate with marks sheet, Computer 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	An application number will be generated with a flash message informing that your application is successfully registered.
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 (NOC) from their Employer.
Q	Is there any format for attaching proof of SC, ST and OBC .
A	Candidates belonging to SC, ST and OBC need to forward Caste certificate as per the prescribed Performa. Please see 'Annexure' for the caste certificate format.

Q	I am getting an 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. If the error message still continues to appear, please send a screenshot of the error message to admin-hr@jetmail.ada.gov.in for a quick solution.
Q	What will be the mode of Selection?
A	Selection for these higher level posts will be based on personal Interview.
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.

