Frequently Asked Question (FAQ) for filling and submitting application form online for the post of Teaching posts

1. What is the process for online application?

   Ans. The applicant will be required to registered himself/herself with the System of Online Application for Recruitment (SOAR) with valid email address and valid mobile number. Upon successful registration, candidate can apply for different posts by login using the registered email. Application will be rejected if more than one application is submitted by the same candidate for the same post.

2. What is URN?
   Ans. URN is a Unique Registration Number which generates after submitting the online form.

3. Can DD/Banker Cheque details needs to be provided with online application form or we can   submit later i.e. before the closing date?

   Ans. Demand Draft/Banker Cheque details must be provided while submitting online form by 26.9.2016 upto 11.59 hrs and Demand Draft/Bankers Cheque along with a signed copy of the acknowledgement will be required to reach to NCERT by the closing date i.e. 10.10.2016.

4. Can DD/Banker Cheque will be prepared from any bank ?

   Ans. Yes, from any Nationalized Bank, but same should be payable at New Delhi.

5. Can I send DD/BC together with acknowledgement by speed post/courier or submit it by hand by visiting NCERT?

   Ans.   Signed copy of Acknowledgement along with DD/BC shall be sent by ordinary post/registered post/speed post only. DD/BC by courier or in person will not be accepted at all.

6. Can hard copy of the application form filled online is compulsory to be sent to NCERT?

   Ans. No.

7. Can copies of the other documents are required to be sent to NCERT?

   Ans. No. In case of no fees exemption claimed, only Demand Draft/Banker Cheque mentioning the Unique Registration Number (URN) on its back side shall be sent along with the signed acknowledgement.

8. Due to my internet problem, printer problem, electricity problem etc. I am not able to note down my URN. Kindly provide detail of the same?

    Ans. It is not possible to entertain such type of queries. However, if registration number is not noted then get your registration number (URN) from preview of your online application after login with your registered email ID into NCERT online application portal.

9. How to retrieve the password which has been forgotten?

    Ans. To retrieve the forgotten password, applicant has to click <u>forget password link</u> in the SOAR and provide the registered email address, mobile number and date of birth. Applicant will be provided with new password to his/her registered email address. After getting the new password, the applicant has to login SOAR afresh and change the password on first login.

10. Can any amendment will be made after online submission of application form?

    Ans. No. Therefore, before submitting online application, make sure that all the details mentioned by you in the application are correct in all respects.

11. Can any type of query will be raised on the email ID provided in the advertisement.

    Ans. Email Id is given to help applicant who are facing problem in submitting online application form and no other query raised on this email ID will be replied?

12. Can I visit NCERT for my queries or make call to any officer in NCERT.

    Ans. No, this act may be treated as disqualification for applying for any post in NCERT.