

FREQUENTLY ASKED QUESTIONS (FAQs) ON THE ADVERTISEMENT OF AAO, Jr.AcO, Jr.PE, PA AND JAA

1. Where do I find the link for the application form?

Please go through the Advertisement available on the JNCASR Website

<https://www.jncasr.ac.in/announcements/important-notification-iro-ao-jraco-jrpe-pa-and-jaa>
https://www.jncasr.ac.in/openings?field_type_of_openings_target_id=883

2. When is the last date to apply?

Last date for filling in the Online Application Form is on or before 13th May 2026. However, please check our website www.jncasr.ac.in for latest updates.

3. Whether the experience clause mentioned in the advertisement for the post of Assistant Administrative Officer is of essential or desirable nature?

The experience clause is essential criteria.

4. I possess the desirable qualification as mentioned in the advertisement for the post of Junior Accounts Officer, can I apply for the post of Jr. Accounts Officer?

You are required to meet the “Minimum essential educational qualification” to offer your candidature for the said post.

5. I belong to OBC category, am I eligible to apply for the post of Junior Accounts Officer by producing the OBC caste certificate?

You can apply against UR category. However, no age relaxation as per norms as applicable to OBC category will be extended.

6. I have sent my resume to the email recruitment@jncasr.ac.in, whether this will be considered as application for any of the post advertised vide No. JNC/AO/01/2026?

No, the application should be submitted through proper channel in the prescribed format through online as specified in the advertisement for consideration of your candidature for any of the posts advertised.

7. I have bachelor’s degree in engineering; can I apply for the post of Junior Admin Assistant?

Bachelor’s degree in any discipline is eligible to apply.

8. I belong to SC category; can I apply for the post of Junior Admin Assistant?

You can apply against UR category. However, no age relaxation as per norms as applicable to SC category will be extended.

9. A typing speed of 35 W.P.M. in English on computer is one of the Essential Educational Qualification criteria for the post of Junior Admin Assistant as per the advertisement, is it necessary to possess a typing certificate/computer application certificate?

Yes.

10. I am currently 39 years old and belong to the Scheduled Caste (SC) category. I would like to know whether age relaxation is applicable in my case as per government norms for the post of Assistant Administrative Officer?

Age relaxation is applicable only to those posts which are earmarked for the reserved category.

11. Do I need to make separate NEFTs for Application fees & Processing fees?

No. The Application fees & Processing fees be paid together as a single payment.

12. How to apply for any of the posts advertised?

Please go through the Advertisement available on the JNCASR Website

https://www.jncasr.ac.in/openings?field_type_of_openings_target_id=883

13. Who can be the Refrees?

Don't use a neighbour, friend or family member as a referee. Referees could include contacts from part-time jobs, temporary work or volunteer positions. You could also supply details of a teacher, lecturer or tutor but work references are always preferred.

14. What is the fee for the application form?

Please go through the Advertisement Copy from JNCASR Website

https://www.jncasr.ac.in/openings?field_type_of_openings_target_id=883

15. Whether the candidates who have already applied against the earlier advertisement No.JNC/AO/02/2025 dated 05.04.2025 for the posts of Jr. Project Engineer and Personal Assistant need to apply again?

No.