

## **FAQ**

### **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/sites/default/files/Join\\_Us/Opportunities/2023-05/ADVERTISEMENT.pdf](https://www.jncasr.ac.in/sites/default/files/Join_Us/Opportunities/2023-05/ADVERTISEMENT.pdf)

### **2. When is the last date to apply?**

Last date for filling in the Online Application Form is on or before 13<sup>th</sup> June 2023. However please check our website [www.jncasr.ac.in](http://www.jncasr.ac.in) for latest updates.

### **3. How to apply to JNCASR (JAA & TA) positions**

The Candidates must register themselves at  
[https://www.jncasr.ac.in/sites/default/files/Join\\_Us/Opportunities/2023-05/ADVERTISEMENT.pdf](https://www.jncasr.ac.in/sites/default/files/Join_Us/Opportunities/2023-05/ADVERTISEMENT.pdf).

On Registration the applicant will be provided with a Login ID and Password. The application process requires the candidate to complete the prescribed online application form and submit it along with relevant documents and prescribed fees. Candidates must apply only through the JNCASR web portal (under Openings), online and **applications received other than the prescribed online application process will be outrightly rejected.**

### **4. How many times can I register for JNCASR (JAA & TA) exam?**

As many times as you wish; but the E-mail ID once used for making a request cannot be used again. Also, the Application fee is non- refundable and hence each Application must be accompanied with a fresh Application fee. There is also the danger of multiple Applications being rejected; therefore, the candidates are advised to be extremely careful while applying.

### **5. Who can be the Referees?**

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.

### **6. Can I send a black & white photograph with the Application Form?**

No, the photograph to be provided in the application form must be identical color photograph. It should not be more than 3 months old. Application with smudged / tampered or hazy photograph will not be accepted.

### **7. What mode of payment is acceptable for paying the fee?**

Candidates can make the application fee payment only online by using the payment gateway provided by using debit card/credit card /Net banking facility/UPI. JNCASR is not responsible for demand drafts sent to JNCASR office and it does not undertake the responsibility to inform the candidates of the same or to return the demand drafts.

### **8. I have not received the E-mail post Registration online?**

Kindly contact the JNCASR Helpdesk to seek clarification and to know about the way forward.

**9. Whether JNCASR sends a hard copy of Admit Card / Hall ticket to the candidates?**

No, Admit Card / Hall ticket must be downloaded and printed from our website and no hard copies would be dispatched.

**10. I cannot view the “Submit” or “Save” button in the online application form**

Please check the version of browser that you are currently using. Kindly use Edge Chromium (version 82 to 105) or Mozilla Firefox (version 87 to 104) or Google Chrome (version 82 to 105) browser to fill in the Application Form. The Application Form is compatible with Android (version 4.0 and above) and iOS (version 11 and above). **Also clear your browsing history and cache and retry.**

**11. I realized that I made an error while filling the application form. What do I do?**

If you have not clicked on the “Submit” Button, you can edit the application form any number of times. However, the information provided at the time of registration cannot be changed later. If you have already completed your online application form and have submitted the form online, then no changes can be made. You have the option to fill in a new application form with an alternate email id. However please note that fee once paid is non-refundable.

**12. Can I select the session/slot in which I can attend exam.**

No, you will **not have** the facility to select the session/slot in which you attend exam. The session and test center are allotted through computer assisted randomization process.

**13. Who is eligible to take the exam?**

Please go through the Advertisement Copy from JNCASR Website  
[https://www.jncasr.ac.in/sites/default/files/Join\\_Us/Opportunities/2023-05/ADVERTISEMENT.pdf](https://www.jncasr.ac.in/sites/default/files/Join_Us/Opportunities/2023-05/ADVERTISEMENT.pdf)

**14. Is there any age restriction for taking the examination?**

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**15. What is the fee for the application form?**

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**16. When and how do I register for JNCASR Junior Admin Assistant and Technical Assistant Posts?**

Please go through the Advertisement Copy from JNCASR Website  
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**17. Can I use my coaching institute's email address or a friend's email address when registering for JNCASR Junior Admin Assistant and Technical Assistant Posts?**

No, you must provide a valid and unique email address. All correspondence pertaining to JNCASR Junior Admin Assistant and Technical Assistant Posts and subsequent information during the selection stages of the JNCASR will be communicated to the registered email address. It is the candidate's responsibility to function as per the instruction/information sent to the registered email ID

**18. Which screen appears after I log into the application form post registration?**

After successful registration, you can use the system generated User ID and Password to log in to the application form. Upon logging in, you will first see the Registration Summary page. Click on 'Go to Application Form.' This will direct you to the Application Form page.

**19. What should I do if I have not received the password or have lost the SMS?**

If you have not received the password or have lost the SMS, click the "Forgot User ID/Password" option on the Existing User login page. You will be prompted to enter your registered "Email Address" and a Captcha string. The new password will be sent to your registered email address and mobile number.

**20. I have received multiple passwords. Which password I should enter to login?**

You need to use the password contained in the most recent SMS you have received. In case you are not able to login, click the "Forgot User ID/Password" option on the Existing User login page. You will be prompted to enter your registered "Email Address" and a Captcha string. The new password will be sent to your registered email address and mobile number.