

FREQUENTLY ASKED QUESTIONS

1. How do I access the site to fill up the online application?

An applicant should log on to www.recruitmentnpc.in

2. What should I do if there is lot of delay in accessing the page?

The delay in accessing the Page depends upon various factors like Internet Speed, large number of applicants trying to register the application at the same time etc. Therefore if you are not able to get the page for registration promptly, please retry after some time or during off-peak hours.

3. What information/ details /items are required while filling the Online Application Form?

The instructions/ items which are required to submit the fee, photograph and signature have been explained in the Information Bulletin. In addition to these, you should check the websites mentioned above frequently.

4. Is it necessary to fill up the details related to area pin code/phone No. with Area Code/ Mobile No./ E-mail?

Yes, all information to be filled in the application form is mandatory.

5. How do I move to the next page when columns on one page have been completely filled?

An applicant should read the instructions carefully before filling the application form.

6. I have successfully submitted the online application, should I send the print outs of the application to the CGPDTM/NPC by post?

Once an applicant has successfully submitted the application through online, the same gets registered with the CGPDTM/NPC and the applicant is not required to send a hard copy of the print out of his/her application.

7. How will I get the admit card if I have submitted the application online? Whether I will get an e-mail or I will get the admit card by post or it is to be collected personally from the CGPDTM's office or it will be available on the website of the commission?

The candidates can download admit cards from the mentioned websites in the prescribed time.

8. In which format the scanned photograph and signature should be?

The images of the photograph and signature should be scanned in the .jpg format. The photograph should preferably be in .jpg/.jpeg format and the signature can be in .jpg/.jpeg format.

9. Whether the photograph should be in Black& White or should it be in a colour?

Both are acceptable as long as they are as per the given specifications and quality of photograph is good enough to be identifiable and acceptable.

10. What should be the size of the scanned photograph and the signature?

The candidate should scan his/her signature which has been put on white paper with blue/black pen. Each of the scanned images of the photograph/signature should not exceed the prescribed limit mentioned in the information bulletin under that clause and also to be ensured by the candidate that the uploaded photograph/signature are proper and that of his/her.

11. How do I load my signatures/photograph?

The scanned photograph and signature in the format and the specification which has already been explained above is to be uploaded.

12. I have filled up the form successfully but now, I want to change / correct the details

I entered in the Application?

Once an applicant fills up all the columns of the application and the system displays the message that the application has been submitted successfully, there is no provision in the system to make any changes in any of the columns. Hence, no change can be made at this stage in any of the details.

13. I did not receive the e-mail intimation for registration of my application?

After the completion of the online application, a fresh page displays the message that the application has been submitted successfully. If you have given an email id, then the email is also automatically sent to you stating that you have successfully submitted your application. However it is still subject to the verification of various information submitted by you as per examination rules including verification of quality of photo/sign and payment details.

14. How do I re-confirm that my application is saved?

The successful submission of the online application requires the completion of 5 parts of the application correctly. After completing the Login Form of the application the system generates a unique number which is known as the Registration ID. After the completion of all the columns in subsequent parts, a fresh page displays the message that the application has been submitted successfully as an acknowledgement. The receipt of the acknowledgement in your email ID indicates that the application has been registered.

15. What details should I retain after completion of successful submission of my form?

It is strongly advised that after the completion of the process of submission of the online application, the applicant must take a print out of the submitted application form and keep the same for future reference. The candidate is also advised to keep his fee payment proof which might be required by the CGPDTM in case of any discrepancy.

17. What details should I provide to make correspondence with the CGPDTM?

In case of correspondence with the competent authority an applicant must mention these Details - Name of Examination, Applicant's name, father's name, date of birth and the Registration Identity Number(RID).

18. Can I change my center after submission of application?

No. Change of Centre is not possible.

20. What should I do in case I am in receipt of SMS from CGPDTM saying your candidature is not valid as you have not submitted your chosen center?

Please ignore the SMS as it is an Alert to candidates in case you have already submitted your completed application. Please take a hard copy & check for all fields including **center** is printed and keep it for future reference & not to be sent to CGPDTM unless asked for any reason.

21. When I will receive Admit Card (AC) once I had submitted my completed application?

All admitted candidates can download E-Admit Card with details of center address around **two weeks ahead of the Examination Date** once Admit Card are uploaded on the website mentioned above.

22. How to get refund of payment as I has made payment more than once towards its fee?

CGPDTM has no provision to refund any fee amount paid by candidates.

23. Do I require to send a hard copy of application to CGPDTM after submitting my online application?

No hard copy to be sent to CGPDTM unless it is asked for any reason.

24. Is it possible to edit my record submitted in my application?

There is no editing facility in the application. In case of any mistake in filling application, candidate is responsible. However, fresh application may be made for correction of earlier mistake.

25. I am unable to upload Photo / Sign in my application. What should I do?

Please check the properties of photo and sign images. Resize them as per specifications given in instructions for filling online application on the website itself within FAQ.

26. What should I do in case my Photo / Sign does not match with pixel sizes mentioned in CGPDTM guidelines?

CGPDTM is concerned with identification of a candidate at the Exam Hall based on the images uploaded by the candidate and not to cancel the candidature based on the size or color of ink used.