Frequently Asked Questions (FAQs)

1. How to apply to IISc recruitment exam for Administrative Assistants?

   Response: The Candidates have to register themselves at https://iisc.ac.in/positions-open under Administrative Assistants. On Registration the applicant will be provided with 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. The date for submission of application form and payment of fees on portal is 07 November 2020.

2. Exam City Preference Details.

   Exam will be conducted in the following centre's across Karnataka.

   1. **BENGALURU**
   2. **Mangaluru(Mangalore)**
   3. **Hubballi(Hubli)**
   4. **Mysuru(Mysore)**
   5. **Ballari(Bellary)**
   6. **Belagavi(Belgaum)**
   7. **Davanagere**
   8. **Kalaburagi(Gulbarga)**
   9. **Shivamogga(Shimoga)**
   10. **Udupi.**

   Candidate must select exam city option 1, 2, 3 from the dropdown of available cities.

   Note - IISc Reserves the right to allot candidates to any examination centre other than the preferred centres given by the applicant or to abolish/create a new centre for administrative reasons. Request for change of the centre will not be entertained.

3. Whether candidates pursuing final year are eligible to apply.

   Response: A candidate must have passed the minimum qualification as on the last date for submission of application

4. In case there is a discrepancy between the English and other language versions of notification, which version is valid?

   Response: The contents of the English version are final and valid.

5. Who can be your professional referee.

   Response: Any person who is in some service/business and who knows the candidate and identify him/her can be his referee. This information will be used to verify his/her antecedents in case he/she get selected and join the IISc service.

6. Whether a candidate can apply through offline/email

    Response: No email/offline applications are allowed. If you are interested to work with IISc, you may go through our website, register on the portal, and apply.

7. What do the candidate do if an error occurs while filling the form.

    Response: Application registration can be done using Mobile. However, the actual form can be accessed through Desktop/Laptop's only. Please read the instructions carefully before filling the form.

8. I cannot view the "Go to Application" or "submit" or "Save" button in the online application form

    Response: Please check the version of browser that you are currently using. Kindly use Internet Explorer (version 11 and above) or Mozilla Firefox(50 and above) or Google Chrome(52 and above) to fill in the Application Form. Also clear your browsing history and cache and retry.

9. Essential educational qualification is Bachelor's Degree with minimum 50% marks (including language papers). What does this refer to?

    Response: Qualification is a bachelors degree in any discipline(including (B. Tch, B.E., BA, B. Sc, B.Com, BBA, BCA etc) with 50% marks. For those for whom language papers are prescribed in graduation(like language subjects in BA, B.Com, B.Sc etc), the percentage of marks for qualifying and academic weightage will be considered based on the total marks including marks in language subjects.

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

    Response: If you have not clicked on the "Submit" Button, you can edit the application form any number of times. However, information provided at the time of registration cannot be changed later on. 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 a new application form with an alternate email id. However please note that fee once paid is non-refundable.
    Hence candidates are advised to review all information in application form before clicking on "submit" button.

11. Candidate getting Error message: INCORRCT DATA ENTERED.

    Response: Inform candidate to not mention any of the below special characters in any of the fields in application form.

    1) <
    2) >
    3) *
    4) %
    5) $
    6) #

7) `
8) ~
9) {
10) }
11) [
12)]

12. Candidate have paid the application fee, but it's not showing as payment successful, when candidate re-login it is directing for payment again.

Response: If amount is deducted and payment is not success in application, inform candidate to check the payment status after 2 days. Immediately do not do the second transaction.

13. What is Computer based test (CBT)?

Response: It is a test conducted using the Local Area Network (LAN) to make it safe, secure and un-interrupted.

14. Is Computer based test (CBT) based on Internet?

Response: No

15. What computer knowledge is required to appear for Computer Based Test mode?

Response: The candidate needs to know how to operate the computer mouse. That is all that is required for the test. A mock test will be provided on the IISc website to familiarize candidates with the test platform.

16. Whether further age relaxation over and above the relaxations provided in notification

Response: Age criteria is prescribed as per IISc cadre & recruitment rules. No further relaxations are possible.

17. Can I upload a black & white photograph with the Application Form?

Response: No. You must upload a recent colour photograph with application form. The colour passport-size photograph in JPEG/JPG format not exceeding 80 KB should be uploaded. Application with smudged or tampered or hazy photograph will not be accepted.

18. What will be the medium of IISc Recruitment Online Computer Based Test?

Response: Medium of Examination will be English Language only.

19. Can a student select date/shift of CBT?

Response: No.

20. What are the advantages in CBT?

Response: Advantages while taking the examination are:
  a. Countdown timer will display the remaining time available to complete the examination.
  b. Question Palette displayed on the right side of screen will show the status of each question.
  c. You can easily navigate to any question by clicking on the question number in the Question Palette.
  d. You can mark a question for review and then come back to it for saving the correct option.
  e. You can easily navigate between multiple sections by clicking the respective section displayed on the top bar of the screen.
  f. You can view the answering status for a Section by placing (hovering) the mouse over the name of the Section.
  g. You can view all the questions by clicking on the Question Paper button.
  h. You can shuffle between different sections any number of times.

21. How secure is the CBT?

Response: It is very secure as questions and responses are stored and transmitted in an encrypted format as well as human intervention is minimal.

22. How can I practice for CBT?

Response: You can practice through web based mock test which will be available on IISc website.

23. What will happen in case there is some problem in computer during the examination?

Response: There will be enough buffer systems available in the examination centre to take care of such problems and time lost in change of system will be duly taken care as each and every second will be recorded by the server.

24. Will there be a question booklet like in offline examination?

Response: In Online Computer based test, the questions will appear on computer screen along with the answer options. Instruction page will also be displayed before the actual test begins. The time of reading of instructions will not be part of examination duration

25. How will I answer a question in computer-based test?

Response: There will be four options for each question. You have to click one of the options using your computer mouse which can be reviewed or re-answered any time during the duration of the examination.

26. How will I come to know which questions are left unanswered?

Response: There will be a panel on the computer screen showing all question numbers in different colour schemes which will indicate the questions answered, left unanswered and marked for review.

27. What is the eligibility for the posts?

    Response: A complete Eligibility criterion is given in the Notification. Please refer the Notification.

28. Is the Recruitment Test open only to some students of any particular state?

    Response: No, this test is open to all the eligible candidates.

29. Can I change my answer during the exam?

    Response: You can change your answer any number of times before completing the session for the exam online.

30. When is the last date to apply?

    Response: Last date for filling in the Online Application Form was on or before 7th Nov 2020.

31. What mode of payment is acceptable for paying the fee?

    Response: Candidates can make the application fee payment only online by using the payment gateway provided by using debit card/credit card /net banking facility.

32. I have not received the E-mail post Registration online?

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

33. Whether IISc sends a hard copy of Admission Ticket to the candidates?

    Response: No, Admission Tickets must be downloaded and printed from our website and no hard copies would be dispatched.

34. How to contact Helpdesk?

    Response: In case of any queries, please contact help desk **Dial - 08022932232** and **Email - recruitment.nt@iisc.ac.in.**