

## Frequently Asked Questions (FAQs)

### 1. How to apply for IISc Administrative Assistants Recruitment Test?

**Response:** Candidates have to register themselves online on the Online Application Portal. The link for the same is as below:

**Registration Link:** <https://cdn.digialm.com/EForms/configuredHtml/956/100492/Registration.html>

**Candidate Login:** <https://cdn.digialm.com/EForms/configuredHtml/956/100492/login.html>

Upon registration, the applicant will be provided with a Login ID and Password, which will be shared to the registered email id as well as mobile number. The application process requires the candidate to complete the prescribed online application form (both Part A and Part B) and submit it along with relevant documents and prescribed fees. The last date for submission of the application and payment of fees on the portal is 18<sup>th</sup> July 2026.

### 2. Is the Recruitment open only to candidates of any particular state?

**Response:** No. Any candidate meeting the essential qualifications mentioned in the advertisement may apply for the post.

### 3. Can the application be completed using a mobile phone?

**Response:** The application form is compatible with Android (version 4.0 and above) and iOS (version 11 and above). Edge Chromium (versions 82 to 105) or Mozilla Firefox (versions 87 to 104) or Google Chrome (versions 82 to 105) browser may be used to fill in the Application Form.

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

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

### 5. If the candidate has not received the E-mail to the registered email id post-registration, what has to be done?

**Response:** The candidate will receive an email to the registered email id within 30 minutes post-registration. If this is not received in your email inbox, check all other email folders including spam and junk folders. Still, if this issue remains, contact the Helpdesk to seek clarification and to know about the way forward.

### 6. Whether further age relaxation over and above the relaxations provided in the notification will be provided?

**Response:** Age criteria is prescribed as per IISc Cadre & Recruitment rules. No further relaxations are possible.

### 7. Whether candidates with "Temporary Disability" will be eligible for availing the benefit of reservation under the PwD category?

**Response:** A candidate will not be considered under the PwD category if the medical certificate indicates the disability is "Temporary", even though the percentage of disability is more than 40%.

### 8. Whether candidates pursuing their final year are eligible to apply?

**Response:** The candidate must have passed the minimum qualification as mentioned in the advertisement on the closing date for submission of the application.

**9. If the gradation issued by the University/Institute is in CGPA/GPA, then is it essential to upload CGPA/GPA to percentage conversion proof while applying for the post?**

**Response:** Yes. This may be combined along with the qualification documents and uploaded during the time of application. The final selection of the candidate for the post will be depending upon him/her meeting the essential criteria mentioned for the post.

**10. Who can be a professional referee?**

**Response:** Any person who is in some service/business and who knows the candidate and identifies him/her can be his/her referee. This can be your college professors also. This information will be used to verify his/her antecedents in case he/she gets selected and join the IISc service. It is not necessary that professional referee must be someone who is in service at IISc.

**11. What does "Affiliation" in the "Name and addresses of 2 professional referees" means?**

**Response:** Affiliation refers to the Organization/Department/Institute to which the person is related to or working at present.

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

**Response:** No. You must upload a recent colour photograph not older than 3 months during the time of application. The colour passport-size photograph in JPEG/JPG format not exceeding 200 KB should be uploaded. Applications with smudged or tampered or hazy photographs will not be accepted.

**13. Is NOC from the present employer necessary for applying for the position in case the candidate is currently working in a Central/State Government or PSU or Autonomous body?**

**Response:** Yes. No Objection Certificate from the present employer is required in case of candidates presently working in a Central/State Government or PSU or Autonomous body. However, this is not mandatory for candidates working in Private Sector.

**14. Documents to be uploaded in the field of "Upload your copies of qualification certificates (Degree/Provisional & Marksheet)".**

**Response:** Candidates are required to combine all the documents including essential qualification's marksheets and degree/provisional certificates into one single PDF and Upload.

**15. Exam City Preference Details.**

**Response:** The exam will be conducted in the following centres across Karnataka.

- (a) Ballari (Bellary)
- (b) Belagavi (Belgaum)
- (c) Bengaluru
- (d) Chikballapur
- (e) Chikkamagaluru
- (f) Davanagere
- (g) Dharwad
- (h) Hassan
- (i) Hubballi (Hubli)
- (j) Kalaburagi (Gulbarga)
- (k) Mandya
- (l) Mangaluru (Mangalore)
- (m) Mysuru (Mysore)
- (n) Shivamogga (Shimoga)
- (o) Tumakuru (Tumkur)
- (p) Udupi

Candidate must select exam city options 1, 2, and 3 from the dropdown of available cities while filling out the application form. **However. 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.**

**16. Any test centres are available in states other than Karnataka?**

**Response:** No

**17. Whether a candidate can apply offline/by 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.

**18. What does the candidate do if an error occurs while filling out the form?**

**Response:** Candidates should take due care while filling in information online. Application once submitted online cannot be altered/resubmitted, under any circumstances. However, in case a candidate has submitted an application with incorrect entries, he/she can submit a fresh application within the closing date with correct entries and a fresh fee, which will supersede his previous application(s). Thereafter, the application submitted later, i.e., with the higher application number, will only be considered and the earlier one would be rejected.

**19. I cannot view the “Go to Application”, “submit” or “Save” buttons in the online application form.**

**Response:** Please check the version of the browser that you are currently using. 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. If you are trying to fill online application using your Mobile, enable the Desktop Mode and then complete the application.

**20. What should a candidate do in case of the payment if the payment made is not getting reflected on the Online Application Portal?**

**Response:** Upon completion of payment and the amount being deducted from the account also, if the payment status is appearing as unsuccessful, please do not make the second time transaction immediately. Please sent an email for any payment related queries to [pgsupport@billdesk.com](mailto:pgsupport@billdesk.com)/[recruitmentnt.helpdesk@iisc.ac.in](mailto:recruitmentnt.helpdesk@iisc.ac.in).

**21. Essential educational qualification is Bachelor’s Degree with a minimum of 50% marks. What does this refer to?**

**Response:** The candidate must have completed his/her Bachelor’s Degree and must have secured a minimum of 50% marks. If the secured mark is 49.99 also, the candidate will not be eligible to apply.

**22. I realized that I made an error while filling out 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, the 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 out a new application form with an alternate email id. However please note that the fee once paid is non-refundable.

Hence candidates are advised to review all information in the application form before clicking on the “submit” button.

**23. Candidate getting an Error message: INCORRECT DATA ENTERED.**

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

- 1) <
- 2) >
- 3) \*
- 4) %
- 5) \$
- 6) #
- 7) `
- 8) ~
- 9) {
- 10) }
- 11) [
- 12) ]

**24. What is a tiebreaker?**

**Response:** Tiebreaker is the rule adopted in a recruitment test for resolving cases wherein two candidates' scores equal aggregate marks in the recruitment test. The ranking of the candidates in this scenario will be done as per the tiebreaker rules adopted by the Institute as mentioned below.

Please visit: <https://iisc.ac.in/careers/regular-positions/>

**25. How can I get the syllabus of the Job-oriented aptitude test?**

**Response:** The syllabus of the job-oriented aptitude test is available on the Institute website. Broad job description and Tiebreaker rules are also available here.

Please visit: <https://iisc.ac.in/careers/regular-positions/>

**26. What is Job-oriented aptitude test ?**

**Response:** It is a Computer-based test (CBT) conducted using the Local Area Network (LAN) to make it safe, secure, and uninterrupted.

**27. Is Computer-based test (CBT) based on Internet?**

**Response:** No

**28. 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.

**29. Can a student select the date/shift of CBT?**

**Response:** No.

**30. What are the advantages of 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 the 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.

**31. 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.

**32. How can I practice CBT?**

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

**33. What will happen in case there is some problem with the 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 the change of system will be duly taken care of as each and every second will be recorded by the server.

**34. Will there be a question booklet like in the offline examination?**

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

**35. How will I answer a question in the 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 at any time during the duration of the examination.

**36. 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.

**37. What is the eligibility for the posts?**

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

**38. 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.

**39. When is the last date to apply?**

**Response:** Last date for filling in the Online Application Form is on or before **18<sup>th</sup> June 2026**.

**40. When is the job-oriented aptitude test scheduled?**

**Response:** The job-oriented aptitude test for the position of Administrative Assistant is scheduled on **05<sup>th</sup> July 2026**.

**41. 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/UPI.

**42. 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.

**43. How to contact Helpdesk?**

**Response:** In case of any queries, please contact help desk Dial – **080-2293-2916** and Email – [recruitmentnt.helpdesk@iisc.ac.in](mailto:recruitmentnt.helpdesk@iisc.ac.in). For any payment related queries, please contact - [pgsupport@billdesk.com](mailto:pgsupport@billdesk.com) / [recruitmentnt.helpdesk@iisc.ac.in](mailto:recruitmentnt.helpdesk@iisc.ac.in).