

FREQUENTLY ASKED QUESTIONS :

1. What are the modes for applying for the post?

Mode of applying is ONLINE only. Candidates are required to submit the Online Application Form only ONCE.

2. How to apply for the post? What is the amount that I am required to pay and what are the documents I need to upload?

Filling up of Application Form is in two parts viz:

PART- I:

a. In Part I, Candidate will have to fill the requisite information like Candidate's Name, Gender, Date of Birth, Category, whether Person with Disability, whether Departmental (PMDC) employee, Educational Qualification, Domain Knowledge on Computer (relevant certificate to be uploaded), Typing (relevant certificate to be uploaded), Short-hand (English/Bengali) (relevant certificate to be uploaded), Mobile Number, Communication Address, Declaration, etc. On submission of Details, Candidate will be prompted to check the filled details and fill/make corrections if any, otherwise to SUBMIT his/her final data.

b. Photograph, Signature and certificate/document for Exemption of Application fee is to be uploaded as per instructions given on the website in the link "Guidelines for scanning the Photograph, Signature, Certificate/Document". The image file of Photograph, Signature and certificate/document for Exemption of Application fee should be in .JPG or .JPEG format.

There will be separate links for uploading Photograph, Signature and Certificate/Document. Click on the respective link "Upload Photograph, Signature and Certificate/Document".

Recent passport size colour photograph, preferably with white background, must be used. Size of the file for photograph should be between 20kb-40kb.

For signature the candidate has to sign on white paper with BLUE / BLACK INK PEN. If the candidate's signature on the answer script at the time of the examination and at subsequent stages, if applicable, does not match the scanned signature on the Admit Card/Attendance Sheet, the candidature of the candidate will be disqualified. Size of file should be between 10kb-20kb.

The candidate has to scan and upload the relevant Certificate/Document for Exemption of Application Fee (in case of SC/ST/ PWD(PH)/Ex-Serviceman, where applicable. **All supporting documents Domain Knowledge on Computer (relevant certificate to be uploaded), Typing (relevant certificate to be uploaded), Short-hand (English/Bengali) (relevant certificate to be uploaded)**. In case of failure of uploading the relevant certificate/document, the candidature will not be accepted. **Size of file should be between 60kb-120kb and in pdf format only as a single file.**

Online Application Form will not be Accepted/Registered unless the candidate uploads his/her photograph, signature and certificate/document (if applicable) as specified.

After uploading, Candidates have to preview the uploaded images. Here the candidate is advised to see that, his/her uploaded photograph is clearly visible/ identifiable in the appropriate row and the specimen signature is also visible in appropriate space. If for any reason uploaded images are not up to the mark then the candidate can upload these images again by following the same procedure. If the candidate is satisfied with the uploaded images, he/she may proceed further.

c. Submission of Application:

- The candidate may review all the filled information before clicking on the declaration.
- If a candidate finds that all the filled information are correct then he/she can select the declaration and click on final SUBMIT button given on page, otherwise EDIT the information filled by him/her.
- Once a candidate clicks on SUBMIT button a Registered Application Form will be generated having unique Registration Number. Candidates are advised to take a print of the Registered Application Form for their records and future reference.
- Candidates exempted from Application Fee will get a Registration Number as confirmation after submit. Thus, the process for registration of Candidates exempted from Application Fee gets completed.

The Registration number along with Date of Birth can be used for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated website i.e. www.pmdcjobs.com. In case the candidate wants to take the printout of the Registered Application Form later on, the candidate can download / access the same by link "Click here to Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful (Relogin)" given on the website i.e. www.pmdcjobs.com.

Before submission of the online Application, candidates must see the preview of the filled details so that it can be edited if required. After submission of the Application, no addition / modification will be permitted.

PART-II

Each application must be accompanied by Application Fee of Rs. 250.00 + Bank Transaction Charges for the posts of Stenographer Grade III (Grade-C) & Lower Division Clerk (Rs. 200.00 + Bank Transaction Charges for SC/ ST Candidates) and Rs. 150.00 + Bank Transaction Charges for all other posts (Rs.75.00 + Bank Transaction Charges for SC/ST candidates) by way of SBI Online payment/ Challan system. Persons with Disabilities for 40% and above are exempted from payment of Application Fees at the rate of 40%. For E.C candidates no Application Fees are required to be paid.

Once a candidate clicks on SUBMIT button a page will open having some important instructions for payment and a Link to make payment of Application Fee.

Candidates may please note that unless they make the payment of Application Fee, their application will be treated as INCOMPLETE.

Once a candidate clicks on button of making the payment, the Site will redirect them to SBI Payment Site. There are various options available for payment on SBI site viz. SBI Internet Banking, other major bank's Internet Banking, SBI Buddy, Debit/Credit Cards, Cash Payment through e-challan at branches of SBI.

In case of the payment failure, Candidates can use the link “Click here to Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful (Relogin)” given on the website i.e. www.pmdcjobs.com for re-login and making the payment in order to complete his/her Registration.

• **Candidates who opt for any Online Mode of Payment like Credit Card, Debit Card or Net banking:** After making the successful Payment they need to wait for 2 working days and visit to www.pmdcjobs.com and key in the bank reference details for generation of Registered Application Form. Candidates are advised to take a print of the Registered Application Form for their records and future reference. Thus the process for Registration of candidates who have to pay Application Fee gets completed. The Registration number along with Date of Birth can be used for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated website i.e. www.pmdcjobs.com.

Note: It is in the interest of the candidates to use any Online Mode other than the bank e-Challan mode to complete the Registration Process and generate the Registered Application Form. Candidates are advised not to wait till 07.10.2017 to make payment through bank e-Challan. Further, the Bank /transaction charges for e-Challan mode is Rs. 59/- in addition to the Application Fee and is to be borne by the candidates.

Candidates who opt to pay the Application Fee through Bank e-Challan mode: A challan will be generated in two copies (One Bank’s copy and one Candidate’s copy). After taking a printout of the Bank e-Challan, a candidate has to go to nearest SBI branch in working days/hours and make the payment on or before 07.10.2017. After making the Payment, a candidate will get a Candidate’s copy of Challan duly stamped along with Journal Number. Candidates are advised to keep this Candidate’s copy of Challan in safe custody for future use.

After making the Cash payment, a candidate should visit www.pmdcjobs.com after a minimum gap of 2 working days to check his payment status by clicking on the “Click here to Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful (Relogin)” given on the website www.pmdcjobs.com.

If the Payment status is updated successfully, Registered Application form will be generated having unique Registration Number. If Payment status is not updated successfully and if a candidate has already submitted Application Fee by Bank e-Challan mode, then either he is checking his payment status before 2 working days after making the payment, or his payment details have not been received from Bank.

Please note that only after confirmation of the payment, the registration of a candidate shall be treated as COMPLETED. Candidates are advised to take a print of the Registered Application Form for their records and future reference. The Mobile Number along with Name & Date of Birth can be used for taking a print of Registered Application Form. The Reference Number along with Date of Birth will be used for downloading the Admit Card from the designated website i.e. www.pmdcjobs.com which will be notified 15 days prior to the date of examination which shall also be notified in the designated website i.e. www.pmdcjobs.com.

Cheques, Money Orders, Postal Orders, Pay Orders, Banker’s Cheques, Postal Stamps, etc., will not be accepted, towards Application Fee .

3. What are the modes of payment of Application Fee?

Candidates except as specified above, applying for the post are required to submit APPLICATION FEE (Excluding bank charges) through any one of the following modes of payment:

- SBI Internet Banking, other major bank's Internet Banking; Debit/Credit Cards (The additional bank charges for all such transactions is to be borne by the candidates in addition to the Application Fee. The last date for making the Payment of Application Fee through this mode is 06.10.2017.
- Cash Payment through e-challan at branches of SBI. (The additional bank charges for Challan Mode is Rs.59/- and is to be borne by the candidates. The last date for generation of Bank e-Challan is 06.10.2017, and last date for making the Payment of Application Fee by e-Challan is 07.10.2017.

IT IS IN THE INTEREST OF THE CANDIDATES TO USE ONLINE MODE TO INSTANTLY COMPLETE THE REGISTRATION PROCESS AND GENERATE THE REGISTERED APPLICATION FORM.

4. I have, by mistake, entered incorrect data in my application. How shall I correct it?

If a candidate finds that all the filled information are correct then he/she can select the declaration and click on final SUBMIT button given on page, otherwise EDIT the information filled by him/her. The candidate should cross check all the details filled in the Online Application, before finally submitting the same, as no correction will be possible later. Data, once submitted cannot be edited. Care should, therefore be taken that only correct information is entered in the Application Form. In case you find that anything needs to be changed, go back and make the necessary changes. Only when you are sure the information is in order, Click on SUBMIT button.

Please note that once the data is submitted any requests for change of mailing address, examination centre, category etc. as declared in the online application will not be entertained.

5. How can I get to know the status of my application after submission?

Candidates can Relogin into the system by clicking on the link "Click here to Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful (Relogin)" given on the website i.e. www.pmdcjobs.com by using a combination of :-

- a combination of Application Number and Mobile Number to know the status of their application.

6. What documents should I keep for future reference?

A copy of Registered Application Form, Bank Challan (if applicable), Photocopy of all relevant Certificates / Documents, No Objection Certificate (NOC) (if applicable) and Admit Card needs to be maintained till the end of the recruitment process.

7. What will be the language used in the exam?

The Question Paper for Written Test (Part I - MCQ) will be in English.

8. Can the age of candidate be rounded off to the lower limit?

No, the age cannot be rounded off to the lower limit.

9. If the print out of the filled Application Form could not be taken at the time of registration, can it be taken out at a later date?

Yes. In case the candidate is not able to take the printout of the Registered Application Form, the candidate can download / access the same by link "Click here to Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful (Relogin)" given on the website i.e. www.pmdcjob.com.

10. When will be the written test?

Date of Written test will be notified later on the designated website i.e. www.pmdcjobs.com.

11. Whether there is any possibility of change in the date of examination due to clashing of other exam's dates.

The examination date once declared shall not be changed.

12. Whether educational qualification Certificates are required to be sent?

No original Certificates / Documents are required to be sent in connection with the Online Application unless directed to do so. Candidates may also note that Self-attested Photostat copies of requisite Certificates / Documents shall be required to be sent / uploaded at the designated address / website in case of their short listing on the basis of written Examination which shall be informed / notified through the designated website www.pmdcjobs.com. Original certificates will, however, be scrutinized / verified at the time of document verification.

13. Whether No Objection Certificate is mandatory for Central/State Govt./Public Sector Undertaking/Departmental(PMDC) Candidates?

Yes. Candidates should in possession of No Objection Certificate from their Employer on or before 06.10.2017.

14. Whether No Objection Certificate is mandatory for Departmental candidates?

Yes.

15. Whether OBC certificate in the state government proforma allowed?

Yes.

16. Whether SC/ST/OBC and PWD certificate is mandatory or not?

Yes.

17. What should I do if there is lot of delay in accessing the website www.pmdcjobs.com?

The delay in accessing the website www.pmdcjobs.com depends upon various factors like Internet Speed, Load on the server, Network problems etc. Therefore if you are not able to get the relevant webpage for registration promptly, please retry after some time or during off-peak hours. In order to avoid last minute rush, the candidates are advised to apply early enough. PMDC will not be responsible for network problems or any other problem in submission of online Application.

18. What is the last date for submission of Online Application Form?

The Online registration will remain active from 05.09.2017.10:00 Hrs to 06.10.2017 23:59 Hrs only.

IN ORDER TO AVOID LAST MINUTE RUSH, THE CANDIDATES ARE ADVISED TO APPLY EARLY ENOUGH. PMDC WILL NOT BE RESPONSIBLE FOR NETWORK PROBLEMS OR ANY OTHER PROBLEM IN SUBMISSION OF ONLINE APPLICATION. EVEN IF THE CANDIDATE HAS SUBMITTED HIS DATA BUT HAS NOT SUBMITTED THE APPLICATION FEE, IF APPLICABLE, HIS REGISTRATION PROCESS WILL NOT BE COMPLETED.

19. What to do to know more about the recruitment?

Please access the website www.pmdcjobs.com from time to time.

Any other relevant Questions / Queries can be submitted to pmdcjobs@gmail.com.

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