

## FREQUENTLY ASKED QUESTIONS

S No.	QUERY	CLARIFICATION
1.	Is the application/registration form available in the sales outlets in the market?	<p>No.</p> <p>Interested and eligible candidates are required to apply only through the following link: <a href="https://www.hsscindia.in">https://www.hsscindia.in</a> or website: <a href="https://jobapply.in/hssc2021">https://jobapply.in/hssc2021</a></p> <p><i>No other means/mode/format of application will be accepted.</i></p>
2.	What is the age limit to apply?	<p>For Manager &amp; Asst. Manager Position the Candidate should not be more than 40-years as on 31.03.2021.</p> <p>For Executive position the candidate should not be more than 35-years as on 31.03.2021</p>
4.	What all documents or information should be kept ready by a candidate before applying?	<p>Candidate should have:</p> <ol style="list-style-type: none"> <li>a. Valid Email ID (This email id shall be used to communicate with the candidate in near future, if required.)</li> <li>b. Valid Mobile number (This mobile number shall be used to communicate with the candidate in near future, if required.)</li> <li>c. Personal, Education Qualification and work experience details as desired for respective position in job description</li> <li>d. Image of recent scanned photograph in jpg / jpeg format and size should be less than 100 KB</li> <li>e. Image of scanned signature in jpg / jpeg format and size should be less than 50 KB</li> <li>f. Scanned Copies of documents (in jpg/jpeg format), as follows: <ul style="list-style-type: none"> <li>❖ Class X/ Birth Certificate</li> <li>❖ A valid Photo ID Proof and Address Proof (Voter ID Card / Aadhar Card / Driving License / Passport etc.)</li> <li>❖ Final/Provisional Degree/Certificate and Marksheet for Graduation</li> <li>❖ Final/Provisional Degree/Certificate and Marksheet for Essential Qualification</li> <li>❖ Experience Certificates, as applicable and Salary Slip, Offer/ Appointment Letter (documentary evidence in case of Current/ Present Employment)</li> </ul> </li> </ol>
3	What if I do not have an email Id?	It is mandatory to have a valid e-mail id for registration and filling online application. All future communication with the candidate shall be done through-mail registered against the application.
5.	How do I register for the online application?	<p>You have to register for the online application process with your name, date of birth, a valid e-mail id, and a password.</p> <p>The name, date of birth, mobile number and e-mail id provided at the time of registration cannot be changed or corrected throughout the application process.</p> <p>Please ensure to fill your name and other details correctly as per your educational certificates.</p>
6.	What if I forget my log-in Id and password or want to change them in future?	<p>The name, date of birth, and e-mail id provided at the time of registration cannot be changed or corrected throughout the application process.</p> <p>If you provide a valid and active e-mail id, the log-in id which is same as the e-mail id given at the time of registration will be mailed to that</p>

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		e-mail address after you register for the online application system. Your password is also sent in this mail, which you can refer if you forget the password. You can also reset your password using the Forget Password link given on the Already Registered Candidate Login page. The new system generated password will be sent to the email ID used at the time of registration.
7.	Which are the documents to be sent?	<p>The hard copy/physical copy of the filled application form is not required to send.</p> <p>The self-attested document in line with the qualifying criteria against education and work experience are to be uploaded online while filling the application form.</p> <p>The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible before applying. Only eligible short-listed candidates will be called for Test and/or Interview.</p>
8.	When is the registration process completed?	After submitting the application, if you have got the auto generated Application Number, along with the online application form then only your registration process will be treated as completed
9.	What is an auto generated Application Number?	An auto generated Application Number is a unique number allotted to you on successful submission of online application form and will appear on print version of the application form. This Number will be required for accessing, downloading and printing the written examination call letter.
10.	I have entered some incorrect details in the Online Application Form. How can I correct the same?	<p>Candidates are requested to take utmost care while filling in the details in online application form.</p> <p>There is no provision for correcting the details entered in the online application form once the application form is submitted. No such request will be entertained from email.</p>
11.	I did not receive the email intimation for registration of my application?	"Email-ID / User ID", "Date of Birth", "Position Applied" and "Password" are also sent by auto-response Confirmation emails. Delivery of these emails purely depends upon the correctness of E-Mail ID provided, Policy of your E-Mail Service Provider to accept and Divert such emails under Bulk or Spam Mails or promotional or bounce back of such mails without accepting.
12.	I did not receive the acknowledgement / reply to my email communication?	<p>"Reply to" Email Id for the Application is created for the convenience of the Candidates for genuine communications. Please do not use this address to send back the emails for "Acknowledgment" etc. Our Email Server is configured to delete such emails automatically.</p> <p>Use helpdesk email id for assistance.</p>
13.	How a candidate is going to receive the Admit Card for the written test?	<p>Admit Card of the eligible candidate will be uploaded on Hydro Carbon Sector Skills Council's website i.e., <a href="https://jobapply.in/hssc2021">https://jobapply.in/hssc2021</a></p> <p>The eligible candidate will also be informed through SMS/ E-Mail to download admit card from HSSC website</p>
14.	Do I need to take the print-out of the Admit Card for the written test?	Yes. Candidate should take the print-out of the valid Photo Admit Card for the written test using Online Application Number and other details asked and bring the same at the time of Examination.
15.	What is the Help-desk Email	The Email ID for clarification is <a href="mailto:hssc@jobapply.in">hssc@jobapply.in</a>

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	ID for assistance/clarification?	