

**Special Recruitment Drive of Trainee Engineers through GATE 2022 score
and Trainee Officer (Fin.) with CA&CMA Score**

Frequently asked Questions

(Note: Before filling the form please clear the Cache Memory of your Computer.)

- Q1 I did not appeared in GATE 2022 or don't have valid CA/CMA score. Can I apply in NHPC?
Ans. **No.** You can not apply against advertisement No. NH/Rectt./03/2023.
- Q2 Is any Scorecard other than GATE-2022 valid?
Ans Only GATE-2022 scorecard is valid for Special recruitment drive of Trainee Engineers notified vide advertisement No. NH/Rectt./03/2023. Any other scorecard, other than mentioned above will not be considered.
- Q3 My minimum qualification degree is not complete / I have not completed my CA/CMA. Can I apply in NHPC?
Ans **No.** Final year appearing students are not eligible to apply. The date of declaration of result / issuance of Mark sheet on or before the date of closing of online application is required.
- Q4 What are the Posts Advertised? Where can I find the details? How to apply?
Ans Details of the vacancies and required qualification are available on website www.nhpcnindia.com
1 Go on website www.nhpcnindia.com
2 Select "career"
3 Read the advertisement and "STEPS FOR APPLYING"
4 Select "Click here for online application"
5 Fill the online application, Make payment and submit
- Q5 What %age of marks is required in the qualifying examination?
Ans Candidate has to calculate %age marks by taking average of all the semesters/years irrespective of the weightage given to any particular semester/year by institute / university.
- Q6 What disciplines are included in the qualification?
Ans The Details are available in the advertisement on website www.nhpcnindia.com
- Q7 How to attach the certificates?
Ans Complete the first page like personal details, communication details, Qualification details, photo & sign and submit the form. Then on second page you can upload the scanned copies of your certificates, the size of the **each** document should be between 100 KB to 1 MB.
- Q8 My degree certificate has CGPA/ SGPA/ Grade. How to convert to %age?
Ans A certificate for the Conversion of CGPA/ SGPA/ Grades to %age of marks is required from the University/ institution from where the concerned have obtained the Bachelor Degree/ PG Degree (if applicable). The scanned copy of the same is required to be attached with application.

Q9 I am getting an error "Professional Qualification - Marks in Percentage: Invalid Character(s). Only numeric characters allowed."

Ans Don't add special character/ percentage/ dots/ space to the figure in column " %age of Marks" while applying.

Q10 I am not able to submit the application. PC hangs every time/some internal marks error/some other error is showing. What to do?

Ans You are not able to submit the application, may be because your network or PC is slow. Please use some other PC and network. Please use latest/updated version of Google Chrome/Internet Explorer (IE) to fill the Application Form. Kindly clear the browser cache by deleting Cookies/Temporary Internet Files.

Close the browser and re-open it and do not use any special characters like, dots, points, percentage sign etc

Q11 My OBC certificate is more than 06 months old. What to do?

Ans The available OBC certificate can be uploaded with the application. But, OBC Caste certificate in format prescribed by the Govt. Of India, issued within Six months before the closing date of online application is required to be produced mandatorily at the time of joining.

Q12 GATE/ CA/CMA Score is only 60KB- 80KB. How to increase the size of scanned document for attaching with application?

Ans Scan a bigger image or scan it twice to reach the required size of 100 to 250 KB.

Q13 Where to send the print of the registration slips/ forms?

Ans The print of the registration slip/ form is not required to be sent. The application form is to be filled online only.

Q14 How to attach the documents?

Ans To attach the documents, follow the following steps.

1 Go on website www.nhpcnindia.com. Go to Careers.

2 Select "Click here for Online Registration". Select "Click here to apply" & fill the first page like personal details, communication details, Qualification details, photo & sign of the form and submit.

3 Select the "attachment type".

4 Write Description.

5 Choose file you want to attach.

6 Click on "attach file". Document will be added to the list.

7 Attach all the documents one by one in the same way.

8 Submit the form once all the documents are attached.

9 Take the print of the application for future reference. No need to send the Hard copy.

Q15 I do not have "Certificate from the principal stating that candidate has passed the course on full time / regular basis".

Ans In case the certificate from the principal is not available, you can self-certify on plain paper that you passed the course on full time / regular basis and upload the scan copy of the same. (Not applicable for CA/CMA candidates)

Q16 For the Post of Trainee Officer (Finance), In the marks obtained and maximum marks column which exam marks need to be consider?

Ans Total marks of CA/CMA Inter and CA/CMA Final are to be entered and the marks of foundation should not be included. However, the exemption marks for the subjects of Group1 and Group2 of CA/CMA as awarded by concerned authority of CA/CMA will be included in calculation of total marks obtained. For ex:

Intermediate							
Group 1				Goupr 2			
Paper 1	Paper 2	Paper 3	Paper 4	Paper 1	Paper 2	Paper 3	Paper 4
60	65	63	E	67	88	75	73

Total Marks Obtained in Intermediate = 60+65+63+ E((50*) for CMA & Actual for CA*) + 67 + 88 + 75 +73 = 541 / 800

Final							
Group 3				Goupr 4			
Paper 1	Paper 2	Paper 3	Paper 4	Paper 1	Paper 2	Paper 3	Paper 4
75	85	56	68	85	55	53	52

Total Marks Obtained in Final = 75 + 85 + 56 +68 + 85 + 55 + 53 + 52 = 529/800

Total Aggregate Marks = 541 + 529 = 1070

Total Max Marks = 1600

Aggregate Percentage = 1070/1600 = 66.87 %

* As per the Exemption marks granted by the CA/CMA Institution mentioned on the mark sheet of CA/CMA.

The above data has to filled in the application as mentioned in below screenshot:

The screenshot shows a web application form for the post of Trainee Officer (Finance). The form is divided into three tabs: Personal Details, Communication Details, and Qualification Details. The Qualification Details tab is active, showing two sections: 01. Qualification Details and 02. Qualifying Degree Details.

01. Qualification Details:

Name of the Exam:	Regn/Appi Number:	Marks Obtained *	Maximum Marks *	Membership No	Membership Type:
CA/CMA	1243513	1070	1600		Associate

Total Marks Obtained in CA/ICWA Inter and Final to be entered

02. Qualifying Degree Details:

Name of the Qualification:	Specialization /Subject:	Institute/University (College Name, University Name, City, State):	Course Duration (Yrs.):	Year of Passing:	Aggregate % of Marks	Remarks (if Any)
CMA (ICWA)	CMA	IICMAI	4	2021	66.87	

Whether Attended: ☐ Full Time & Regular ☐ Part Time ☒ Correspondence / Distance Learning

- Q17 How to remove, cache memory of Chrome Browser?
Ans Go to Settings in Chrome browse-----> Click on Privacy and Security-----> Click on Clear Browsing Data-----> Clear Data.
- Q18 For the post of TO(F), I do not have any Membership No. and Membership Type. What do I select while applying online?
Ans This field is non mandatory. It can be left blank (if not applicable)
- Q19 I am facing error while applying online and the error message says "string type error/ special character". What do I do?
Ans In above case, kindly ensure not to enter any special characters (like *,#&%) while entering Educational qualifications.
- Q20 Before final submission of online application, do I have to recheck the application form? **(Important)**
Ans Yes, it is advise and requested to kindly recheck the information filled in application form. Before final submission kindly ensure to download print out of application form and re-verify that the details entered are correct.
- Q21 How to check the payment status?
Ans a.) Login to your "already saved application link" and login with your credentials. The login credentials are also sent to your registered email id.
- Q22 I have medical ailments/ deficiencies/ abnormalities and declared UNFIT by any Govt. Authority/ PSU during medical examination previously. Do I need to declare this information to NHPC?
Ans Yes. The declaration in the above matter has to be provided to NHPC and the declaration needs to be uploaded during the online filling of application. (Declaration Format is attached at Annexure-A)
- Q23 Do I have to declare, the information of arrest/prosecution/detention/conviction/debarred/ disqualify by any Public Service Commission from appearing in its examination?
Ans Yes, if you ever been arrested/ prosecuted/ detention/ convicted/ debarred/ disqualify by any Public Service Commission from appearing in its examination in the past, then you have to provide the information by uploading the document while filling the application form. (Declaration Format is attached at Annexure-B)

**For any other queries contact:
Recruitment Cell, NHPC Ltd.
Landline Number: 0129-2250479
Mon-Fri (10AM-6PM)**

UNDERTAKING

I<name of candidate> S/o<Father's name>
hereby declare that :

a.) I have ailments, deficiencies or abnormalities and also those with finding of not meeting the physical fitness criteria at the time of submitting the application.

b.) I was found UNFIT for a position during medical examination by any other Government Authority or any other PSU.

Details of above are as under :
.....
.....
.....
.....

Signature:

Name:

Father's Name:

Date:

Place:

(strike whichever is not applicable)

UNDERTAKING

I<name of candidate> S/o<Father's name>
hereby declare that :

- a.) I have been arrested, prosecuted, kept under detention or fined, convicted by the Court of Law for any offence, debarred/disqualified by any Public Service Commission from appearing in its examination.

Details of above are as under :
.....
.....
.....
.....

Signature:

Name:

Father's Name:

Date:

Place:

(Strike whichever is not applicable)