

Recruitment of Trainee Officers/ Sr. Medical Officer

Frequently asked Questions

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

- Q1 I did not appeared in UGC NET Dec 2023/ June 2024/ CLAT(PG)-2024 examination or don't have valid UGC NET Dec 2023/ June 2024/ CLAT(PG)-2024 score. Can I apply in NHPC?
- Ans. **No.** You can not apply against advertisement No. NH/Rectt./05/2023-24.
- Q2 Is any Scorecard other than UGC NET Dec 2023/ June 2024/ CLAT(PG)-2024?
- Ans Only UGC NET Dec 2023/ June 2024/ CLAT(PG)-2024 scorecard is valid for recruitment of TOs notified vide advertisement No. NH/Rectt./05/2023-24. Any other scorecard, other than mentioned above will not be considered.
- Q3 My minimum qualification degree is not complete. 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 400 KB.
- 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 UGC NET Dec 2023/ June 2024/ CLAT(PG)-2024 scorecard 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.

Q16 How to remove, cache memory of Chrome Browser?

Ans Go to Settings in Chrome browser-----> Click on Privacy and Security-----> Click on Clear Browsing Data-----> Clear Data.

Q17 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.

Q18 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.

Q19 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.

Q20 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)

Q21 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)

Q22 Where can I find Medical Standards and Norms for NHPC?

Ans The Medical Standard and Norms for NHPC is uploaded on career section of NHPC website (www.nhpcindia.com).

Q23 Should I submit proof for change in name (if applicable)?

Ans A candidate who claims change in name after matriculation on marriage or remarriage or divorce etc. the following documents shall be submitted:-

i) In case of marriage of women - Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint

photograph duly sworn before the Oath Commissioner; ii) In case of re-marriage of women - Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner. iii) In case of divorce of women - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner. iv) In other circumstances for change of name for both male and female - Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicants permanent and present address or nearby area) and Gazette Notification.

**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 :

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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 :
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Signature:

Name:

Father's Name:

Date:

Place:

(Strike whichever is not applicable)