

## Frequently Asked Questions

Q 1	The qualifying Minimum Marks in MBA/PGDM/MSW is 65% but I have secured aggregate 64.99% marks. Am I eligible to apply?
A 1	In cases where the qualifying Minimum Marks is 65%, candidates with marks less than 65% are not eligible to apply.
Q 2	The qualifying Minimum Marks in LLB is 55% for Legal Officer but I have secured aggregate 54.99% marks. Am I eligible to apply?
A 2	In cases where the qualifying Minimum Marks is 55%, candidates with marks less than 55% are not eligible to apply.
Q 3	I have filled the online application form. Where do I send the application form?
A 3	You are not required to send the application to EIL. You are required to <b>only submit it online</b> . The print out of the application should be retained and four copies of the application are required to be submitted at the time of Skill Test/ Interview.
Q 4	I have entered the wrong details in the On Line Registration Form and I want to change it. Is it possible?
A 4	Yes, you can edit your application till close of registration i.e. up to <b>17.08.2018</b> . For editing, please follow the same process as was followed for applying first time i.e apply for the same post with the same e-mail id. You will be able to view your own application. Do the required changes and click "finish" to save the details and generate registration no.
Q 5	I have registered my application online but forgotten to take the print-out. How can I take the print-out of my application form?
A 5	You can take the print-out of your filled-in application by clicking on the link "Print Application" against advt. no. HRD/Rectt./advt./2018-19/05. The link will be displayed in the web site after last date of online registration i.e. <b>17.08.2018</b> .
Q 6	I have secured 7.1 CGPA in MBA and equivalent %age of marks comes to 64%. What am I supposed to enter in the application form?
A 6	You are required to enter marks as per grading system followed by your institute/university. If your instt. /univ. awards marks on CGPA/CPI basis, you are supposed to enter the CGPA/CPI secured by you. However, if %age system is followed, you must enter the <b>aggregate</b> %age marks secured by you.
Q 7	The cut-off % as mentioned on your website is 65% for post of HR positions and 55% for Legal Officer/ 50% marks for Sr.Manager(Legal), but no cut-off or different cut-off is mentioned on "website of some other Company".
A 7	Kindly refer to detailed advertisement available on our official website <a href="http://www.engineersindia.com">www.engineersindia.com</a> for information and registration.
Q 8	I have experience in only one Organisation. Even after inserting all the work experience details and going to next page, I am getting a pop up window " Your experience is incomplete, the minimum experience required is: "... " years or "... " Days. Your Experience so far is "... Days."
A 8	You are required to click on the " <b>Add New Record</b> " button after filling in all the work experience details in order to save that particular experience. After that you can click on " <b>Insert</b> " and go to next page to complete the application.

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Q 9	I have experience in more than one company. How will I fill up the experience?
A 9	You are required to fill up the work experience details of one Organisation in the space available and click on the "Add_New Record" button for entering another work experience and click "Insert" to save that particular experience. This process will be continued for inserting all relevant experiences. Once you enter the last work experience details, You are required to click on the "next" button and go to next page for completion of the application.
Q 10	How can I know the status of my application after successful registration?
A 10	After successful registration, you can check the status of your application by clicking on the link "Status of Application" against Advt. No. HRD/Rectt./Advt./2018-19/05. The link will be displayed in the web site subsequently.
Q 11	What are the no. of vacancies in each discipline?
A 11	Kindly refer to detailed advertisement available on our official website <a href="http://www.engineersindia.com">www.engineersindia.com</a> for discipline wise no. of vacancies.
Q 12	Is there any relaxation in the Minimum percentage of Marks/CGPA/CPI in Educational Qualifications for SC/ST/OBC candidates?
A 12	There is no relaxation in the Minimum percentage of Marks/CGPA/CPI in Educational Qualification for SC/ST/OBC candidates.
Q 13	What are the educational qualifications for each vacancy?
A 13	Kindly refer to detailed advertisement available on our official website <a href="http://www.engineersindia.com">www.engineersindia.com</a> for educational qualifications for each vacancy.
Q14	What are the documents I need to upload?
A14	You are required to upload scanned copies (in .jpg/.jpeg format) of your latest passport size colour photograph of not more than 75 KB size, signature of not more than 25 KB size, scanned copies (in .jpg/.jpeg/.pdf format) of all Qualifying Degree Certificates & Marksheets and experience certificates of not more than 900 KB, caste certificate (in case of SC/ST/OBC-non creamy layer) (if applicable) of not more than 500 KB and disability certificate in .jpg/.jpeg/.pdf format of not more than 500 KB, before completing (finish) online registration. <b>You must positively upload all relevant scanned copies.</b>
Q15	My University / Institute has not awarded Degree Certificate till date. How can I register my application without uploading the Degree Certificate?
A15	You may upload scanned copy of the Provisional Certificate issued by your University / Institute for online registration of application. However, your candidature shall be subject to producing final Degree Certificate.
Q16	I am working in a PSU / Govt. Sector. Do I need to forward my application through proper channel or submit NOC (No Objection Certificate) from my present employer?
A16	You are advised to follow the policy / procedure of your Organization. You are not required to forward your application through proper channel or submit NOC (No Objection Certificate) from your present employer at the time of online registration of application. However, you are required to produce the same at the time of interview (if shortlisted).
Q17	I have some queries which are not covered in the FAQ.
A17	If you have any query, which are not covered in the FAQ, you can drop an e-mail at <a href="mailto:rectt-1819-05@eil.co.in">rectt-1819-05@eil.co.in</a>