FREQUENTLY ASKED QUESTIONS

1. **How do I access the site to fill up the online application?**

   An applicant should log on to https://pptrecruitment.in

2. **What should I do if there is lot of delay in accessing the page?**

   The delay in accessing the Page depends upon various factors like Internet Speed, large number of applicants trying to register the application at the same time etc. Therefore if you are not able to get the page for registration promptly, please retry after some time or during off-peak hours.

3. **What information/ details /items are required while filling the on-line application form?**

   The instructions/ items which are required to following the details of marks obtained, % of marks, experience etc and uploading of photograph and signature have been explained in the Information Bulletin. In addition to these, you should check the websites mentioned above frequently.

4. **Is it necessary to fill up the details related to area pin code/phone No. with area code/Mobile No./e-mail?**

   Yes, all information to be filled in the application form is mandatory.

5. **How do I move to the next page when columns on one page have been completely filled?**

   An applicant should read the instructions carefully before filling the application form.

6. **I have successfully submitted the online application, should I send the print outs of the application to the PPT by post?**

   Once an applicant has successfully submitted the application through online, the same gets registered with the Paradip Port Trust and the applicant is not required to send a hard copy of the print out of his/her application, unless required by PPT.

7. **How will I get the admit card if I have submitted the application online? Whether I will get an e-mail or I will get the admit card by post or it is to be collected personally from the Paradip Port Trust Office or it will be available on the website of the commission.**

   The candidates can download admit cards from the mentioned websites in the prescribed time.

8. In which format the scanned photograph and signature should be?

The images of the photograph and signature should be scanned in the .jpg format. The photograph should preferably be in .jpg format and the signature can be in .jpg format.

9. Whether the photograph should be in Black& White or should it be in a colour?

Both are acceptable as long as they are as per the given specifications and the quality of photograph should be good enough to be identifiable and acceptable.

10. What should be the size of the scanned photograph and the signature?

The candidate should scan his/her signature which has been put on white paper with blue/black pen. Each of the scanned images of the photograph/signature should not exceed the prescribed limit mentioned in the information bulletin under that clause and also to be ensured by the candidate that the uploaded photograph/signature are proper and that of his/her.

11. How do I load my signatures/photograph?

The scanned photograph and signature in the format and the specification which has already been explained above is to be uploaded.

12. I have filled up the form successfully but now, I want to change / correct the details I entered in the Application?

Once an applicant fills up all the columns of the application and the system displays the message that the application has been submitted successfully, there is no provision in the system to make any changes in any of the columns. Hence, no change can be made at this stage in any of the details.

13. I did not receive the e-mail intimation for registration of my application?

After the completion of the Registration process, a fresh page displays the message that the registration has been submitted successfully along with automated application number. The application number and password is send to the registered email id and mobile number to be used for filling the application further. You can contact the help desk for any help in this case.

14. How do I re-confirm that my application is saved?

After completing the Registration Form the system generates a unique number which is known as the Application Number. Subsequently, the successful submission of online application requires completion of all the remaining 4 parts of the application correctly. After the completion of all the fields in subsequent parts, a registration slip is generated.

The receipt of the registration slip indicates that the application has been submitted successfully.

15. What details should I retain after completion of successful submission of my form?

It is strongly advised that after the completion of the process of submission of the online application, the applicant must take a print out of the submitted application form and keep the same for future reference. The candidate is also advised to keep his fee payment receipt which might be required by the PARADIP PORT TRUST in case of any discrepancy.

16. What details should I provide to make correspondence with the PPT?

In case of correspondence with the competent authority an applicant must mention these details -Name of Examination, Applicant's name, father's name, date of birth and the Application Number.

17. Can I change my Center after submission of application?

No. Change of Centre is not possible. However, PPT reserves the right to change the exam centre depending on the application count as it is allotted on first-come-first-served basis.

18. When will I receive Admit Card once I have submitted my completed application?

Once Admit Card is uploaded on the mentioned website around two weeks ahead of the Examination Date, all provisionally eligible candidates can download E-Admit Card with details of center address, time etc.

19. How to get refund of payment as I have made payment more than once towards its fee?

In case of Technical failure, extra amount will be refunded automatically within 48 to 96 hours of the transaction date. However, if more than one applications are submitted separately then there will be no refund.

20. I am unable to upload Photo / Sign in my application. What should I do?

Please check the properties of photo and sign images. Resize them as per specifications given in instructions for filling online application on the website itself within FAQ.