

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

### **1. What all are needed for online registration and for filling the application form for NII-Ph.D. 2024-25 (monsoon session) entrance examination?**

Please keep following ready and handy:

- a) A valid email address, an active mobile phone, and an active internet connection (for receiving 'user id' and 'password' both by email as well as SMS).
- b) Scanned recent passport size photograph of the candidate with light background (formats: .jpg/.jpeg/.png; file size: 20 –200kb; file size below and above this limit will not be accepted).
- c) Scanned signature of candidate (formats: .jpg/.jpeg/.png; file size: 10 - 200 kb; file size below and above this limit will not be accepted).
- d) Scanned certificate of category - OBC(NCL)/SC/ST/EWS/PwD, if applicable (formats: .jpg/.jpeg/.png/.pdf; file size: 20 - 200 kb; file size below and above this limit will not be accepted).
- e) A scanned copy of your JGEEBILS admit card if you have selected “JGEEBILS-2024” or “Both” options as the channel of admission (formats: .jpg/.jpeg/.png/.pdf; file size: 20 - 200 kb; file size below and above this limit will not be accepted).
- e) A debit card, credit card or internet banking information for payment of application fee using the online payment gateway.

### **2. How do I know that my application is registered?**

Successful Registration is indicated by the page displayed after clicking the “Submit” button. You will also receive “USER ID” and “PASSWORD” through email and SMS to the mail ID and mobile number provided at the time of registration.

### **3. I did not receive the email intimation for registration of my application.**

"USER ID" and "PASSWORD" are later sent by auto-response confirmation email. Provide a valid working email id in the application form. Delivery of the email purely depends upon the correctness of email id provided, policy of your email service provider to accept and divert such emails under Bulk or Spam Mails or bounce back such mails. In case of Govt./official/company email ids, delivery is controlled by your company policies. Therefore, please do not expect replies from us, if you do not receive such confirmation/auto-response emails.

#### 4. What are the modes of application?

All applicants have to register online at the application portal and fill in their details in the online application form. No CV or manual applications shall be accepted. A registration slip will be generated on successful registration. Take a printout of this registration slip and keep it in a safe place. An email will be sent to the registered email id and SMS will be sent to the mobile phone no. intimating that the application of the candidate has been registered. The candidate can also view his/her data by logging in with a combination of his user id and password. After logging in candidate can also take a printout of registration slip.

#### 5. What is the fee amount that I am required to pay?

Fee details are mentioned in the detailed advertisement on NII website and given below.

##### Fee applicable:

Category	Amount (Rs.)
General	1200/-
OBC (NCL)	1200/-
SC	600/-
ST	600/-
EWS	600/-
PwD	600/-

Note: Payment of application fee can be made by Net Banking/Debit/Credit Card/UPI.

#### 6. I am unable to upload the scanned copy of the photograph/signature/certificate.

##### What should I do?

Check if the file type is JPG/JPEG/PNG/PDF. Any other file type will not be accepted. Also check if the file size is within the range given below:

The scanned photograph of the candidate should be in .jpg/.jpeg/.png/.pdf format and file size should be between 20Kb to 200Kb.

The scanned signature of the candidate should be in .jpg/.jpeg/.png/.pdf format and file size should be between 10Kb to 200Kb.

The scanned category certificate/PwD certificate should be in .jpg/.jpeg/.png/.pdf format and file size should be between 20Kb to 200Kb.

### **7. What documents should I keep for future reference?**

The candidate should keep a copy of his/ her application form, payment receipt, admit card, and interview call letter (if applicable) till the end of the selection process. No documents are to be sent to NII unless specifically requested.

### **8. In case of unsuccessful submission of the application form in the first attempt, do I need to create a fresh user ID?**

If the application form was not filled in the first attempt, do not create a new user id. You can fill out or complete the application form by logging in to your account by clicking on already registered users and putting in your already created user ID and password. In such a scenario, please clear the cache memory of the browser being used for filling the application.

### **9. My current residential address is temporary and is likely to change, so which address should I provide?**

The candidate may provide his/her temporary address for the time being. However, the candidate should make sure that he/ she has provided the correct permanent address, a correct e-mail ID, and a correct landline/ mobile number as well in order to avoid any loss in receiving official communication.

### **10. How do I get my admit card?**

The admit card for the computer-based test (CBT) will be made available on the website approximately 2 weeks prior to the CBT. On making the Admit Card available on the website, the candidates will be informed through SMS and email. After that they can login with their respective user id and password and download their Admit Card for CBT.

### **11. What should I do if I do not receive email with password by clicking on “Forgot password” link?**

Write your query to [phdadm2024@nii.ac.in](mailto:phdadm2024@nii.ac.in) and wait for the response. Do not create another user id till then.

### **12. Can I edit my information after submitting it?**

Once submitted, no part of the application form can be edited. Candidates are advised to maintain the accuracy of information while applying and recheck before submitting an online application.

**13. I have, by mistake, entered incorrect data in my application. Can I correct it?**

The candidates can preview the data entered by them before submission of the application form. Once submitted, they cannot change their data. In case of any grave error in the application form, the candidate will need to apply afresh. In case of any difficulty in filling out a fresh application, kindly write to us at [phdadm2024@nii.ac.in](mailto:phdadm2024@nii.ac.in).

**14. What should I do if the details on the admit card differ from those on my application form?**

On receipt of the Admit card, candidates are advised to verify their Name, Registration number, Test City, Test center, Photograph, Signature, etc. In case of any discrepancy, candidates can write email to: [phdadm2024@nii.ac.in](mailto:phdadm2024@nii.ac.in).

**15. What should I do if I'm unable to upload the photo/signature/other required documents?**

Log out from the current session. Login with the provided user ID and password after some time or with a different browser. You will be able to upload the required information. If the problem still persists, try scaling down the size of the images as displayed on the upload page. In such a scenario, please clear the cache memory of the browser being used before you log in again.

**16. Can I upload the required certificate in PDF?**

Yes, you can upload the required certificate in the PDF/JPG/JPEG/PNG formats.

**17. While proceeding with the payment, something went wrong (link loss, slow internet connection, not able to reach payment gateway etc.), what should I do?**

Please login again to the application portal using the given user id & password after 5-10 minutes. If still the same problem persists, please write to the helpdesk (email id: [phdadm2024@nii.ac.in](mailto:phdadm2024@nii.ac.in))

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