

Government of India
Ministry of Earth Sciences
Integrated Coastal and Marine Area Management Project Directorate
(ICMAM-PD)
NIOT Campus, Velachery - Tambaram Main Road, Pallikaranai,
Chennai - 600 100

This FAQ is prepared to address User's Queries / Clarifications, regarding submission of online application. Users are requested to read the FAQ.

FREQUENTLY ASKED QUESTIONS (FAQ)

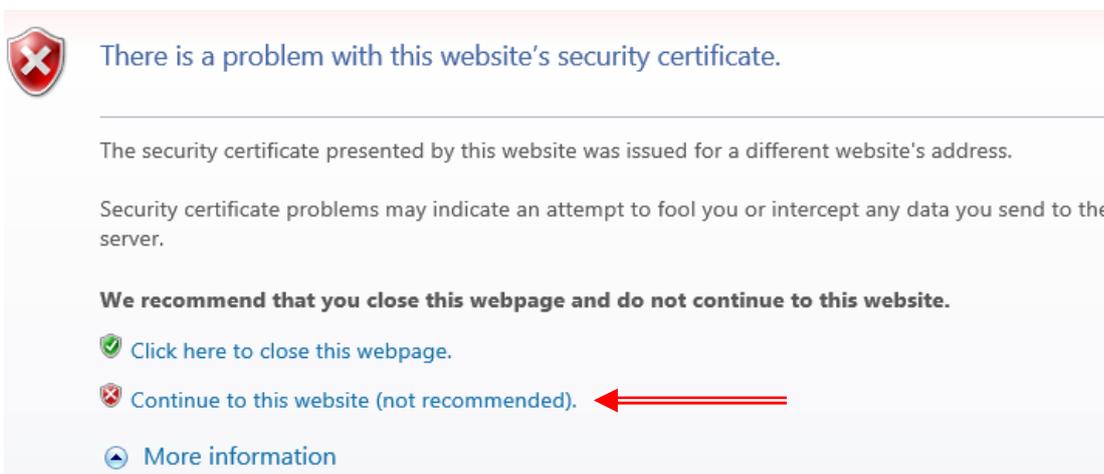
1. After clicking, the page is not opening and showing "you don't have permission to access" Why?

For this, users are requested to delete the history, cookies and clear the caches for their browser and Refresh the page.

2. Why the Login Page (after Clicking the "APPLY ONLINE") is not opening normally?

As mentioned in the Recruitment Notice page, the page requires browser's setting changes for security certificate warning issues. Do the following steps with respect to your browser once and the page will open automatically next time.

For Internet Explorer Browsers, if the page displays this page,



 There is a problem with this website's security certificate.

The security certificate presented by this website was issued for a different website's address.

Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.

We recommend that you close this webpage and do not continue to this website.

 [Click here to close this webpage.](#)

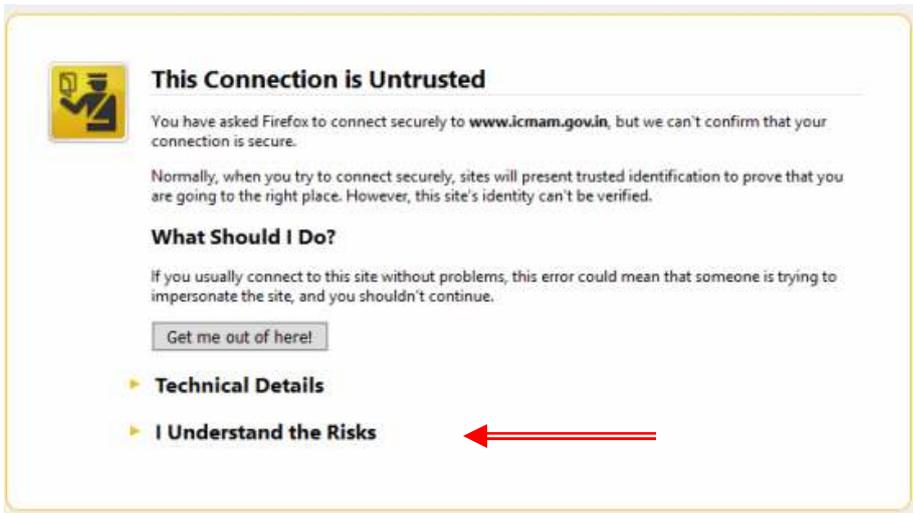
 [Continue to this website \(not recommended\).](#) 

 [More information](#)

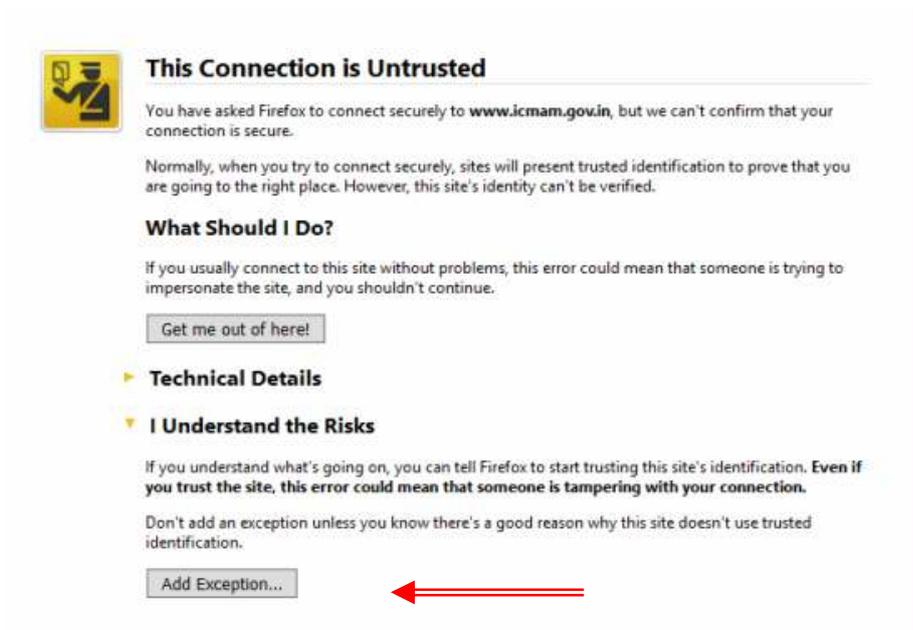
Users are requested to **Continue to this website by clicking on the link indicated above.** For additional information, visit: <https://support.microsoft.com/en-in/help/17430/windows-internet-explorer-certificate-errors-faq>.

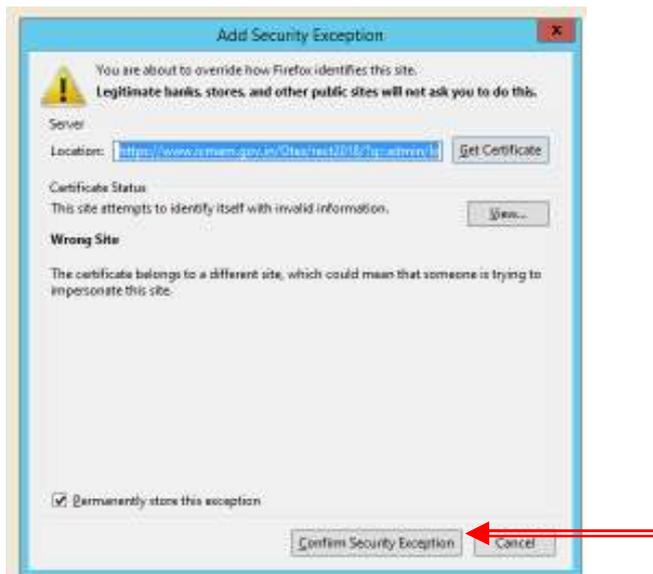
Further, in case of other Internet Explorer versions, add the exception on ICMAM site and continue further and then the page will open.

For, Firebox browsers, if your browser shows the following page,



click on I understand the Risks and click on Add Exception.





Click on "Confirm Security Exception" and the page will open.

For other Browsers, which are not listed here, users are requested to click the appropriate links and enable requisite permissions in their browser settings to access the page. This is a one time process and subsequent visit of login page will open normally.

3. Why the page is not showing anything and some times showing "Site is under maintenance".

Sometimes for maintenance purpose, the site is temporarily disconnected and the connection will be resumed within a shorter period of time. For this, users are requested to wait for the resumption of server.

4. I have wrongly selected my Date of Birth and Submitted my Application. What shall I do? How to edit my entries in the hard copy application regarding my Date of Birth and Age as on entries?

For this, users are advised to select their correct date of birth from the calendar during entry of date of birth field by selecting year, month and date in this order and ensure the correct date of birth (yyyy-mm-dd) is filled in the respective place. If there is any error in the Date of Birth entry and in Age as on 01-02.2018 entries in the hard copy application, **Applicants are allowed to correct their DOB entries** in the hard copy application form by strike out the

wrong entries with a ball point pen (blue ink), write the correct entries and put a short signature. Further, in the first page of hard copy application, write **"CORECTION REQUIRED"** just below to your Application Reference Number:_____ entry. ICMAM PD will accept the corrections after checking with the supporting documents of the application. This correction is allowed only for your **Date of Birth and Age entries ONLY and not for OTHER ENTRIES in the application.**

5. I could not able to Login why? (OR) Access denied and You are not authorized or your account is blocked messages appearing in the screen, why?

Account Details Incorrect: Check the username and password if it is entered correctly, matching with the details given at the time of registration (OR)

User account is NOT ACTIVATED: Once the user is registered with online Application, an email containing the activation link will be sent to user's email id. By clicking the activation link, the user account will be activated and after that user can be able to login using their user name and password. Please note that only after the activation of your account (by clicking the link sent to user's email), user can be able to login, apply online, etc..

(OR)

Blocked Users: Due to multiple attempts with the wrong credentials of user's account, the user account will be blocked. To unblock the account, users are requested to send email with the following details and upon receipt of the email, user account will be unblocked within two working days. Send a mail for unblocking the account with **"Release My Account"** as a Subject, through email to ICMAM PD (given in the login page) along with the **details of blocked username and email id** in the content of the email. The request email **for unblocking the user account will be accepted up to 08.03.2018, 2PM** (OR) Six days prior to the last date for submission of

online applications. The unblocked account information will be intimated to user through email id.

6. I got the Reference Number details through email and I am unable to Print my Application What to do?

After login to the page, there is a link "Completed Application" available in the Dashboard and on clicking the window will show all the online applications submitted by the user. In the respective "Action" column, there is a "View" link and using this link , the application can be viewed and printed by using the "PRINT" button, available at the bottom of the page. Remember, the confirmed applications only be listed in the "Completed Applications" view.

7. I am not getting any activation link or any details of my account, Why?

It is observed that some of the applicants are giving invalid email ids during their registration process. Some of the user's mail boxes are blocked by their domains due to inactive or oversized inbox. In some other cases, users entered wrong email ids during registration. Remember, the activation links for registration of users account will be sent to the registered valid email id.

8. I want to apply fresh and want to withdraw my previously submitted online application. The system is not allowing to apply for the same post again. What to do?

Users are requested to send their cancellation request details in the prescribed format and send the scanned copy of their signed request by email with the **subject line: "Request for Cancel My Application"**. **(FORMAT: - Title : Cancellation of my Submitted Application, 1)Name, 2)User id, 3)Email id, 4)Post(s) applied for, 5)Reference Number(s), 6)Date and time of submission of application (to be cancelled), 7)Reasons for cancellation and 8)Signature of the Applicant. 9) Any other relevant Information. The request sheet should be in A4 sheet, containing all the requisite details.**

The request email for canceling the already submitted application to apply again for the same post will be accepted only up to 08.03.2018, 2PM (OR) Six days prior to the last date for submission of online applications. Only one request for each post from a particular user will be considered.

If the stated reason is genuine and reasonable, the submitted application by the user will be cancelled and the cancelled status will be intimated through user's email id. After the cancellation, user can be able to apply online for the particular post again.

9. I am unable to submit my online application what to do? Is it possible to send my application in other methods like email or by Post with hard copy application?

NO. As mentioned in the advertisement document (General Conditions Point no.11), the duly signed hard copy of the online application with the requisite documents should be sent to ICMAM PD on or before the due date. ICMAM PD will consider only the applications which are complete in order, as per the prescribed format and stipulated method, given in the advertisement document.

10. I have successfully submitted my online application and a confirmation message with reference number also shown. I have also received email on my successful submission of my application with reference number. I am unable to Print my application. How to print my submitted online application?

Once the online application is confirmed and submitted successfully, the application will be assigned a reference number by the system. The submitted applications can be viewed and printed using the "Submitted Application" link available in the Dashboard and by clicking on this link, list of applications submitted by user will be shown with option of "View" in the "Action" column (rightmost). After clicking the "View", user can view and can be able to take the print out of their application. The "PRINT" button is available at the end of the page.

11. I am appearing for my Bachelor's / Masters degree examination during April 2018. Am I eligible to apply for the suitable posts advertised by ICMAM PD?

NO. As mentioned in the advertisement document, It is mandatory that the requisite photocopies of certificates/ consolidated mark lists (self-attested) and other supportive documents should be sent with the duly signed hard copy online application on or before the due date.

12. I am sending my application and my CV thru email . Can you consider my application for further process?

NO. As mentioned in the advertisement document (General Conditions Point no.11), the duly signed hard copy of the online application with the requisite documents should be sent to ICMAM PD on or before the due date. ICMAM PD will consider only the applications which are complete in order as per the advertisement document.

Applications received through email for the post, which are not in the prescribed format , not following the stipulated method of submission and without REFERENCE NUMBER entries will be rejected.

13. I have taken my print out of hard copy application, signed and other documents through email. Is it OK?

NO. Please read the General Conditions point no.11 of the advertisement notice.

You have to send the duly signed hard copy application to **The Head, ICMAM Project Directorate, Ministry of Earth Sciences, 2nd Floor, NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai 600 100** in a cover superscribed as "Application for *<mention post name>*, *<mention Reference>* (For example, for applying the post at Sl.No.2, the cover should be superscribed as "Application for **Project Scientist–C(Marine Biology), PS-C1**"). The application should have the requisite self attested

copies of certificates and supportive documents for all the relevant statements made in the application.

Applicants are requested to follow instructions given in the advertisement notice, instructions given in the online portal and this FAQ collectively, before applying and adhere to all the conditions mentioned.

14. I cannot able to print the document but only saved drafts. How do I proceed further?

If the application is saved by using "Saved Drafts" then any time user can open their online application by just clicking the "Saved Drafts" and in "Action" column, there is a link for "Edit" to open the saved draft application. Once the user Confirmed the Application, the application can be viewable using "Completed Applications" and user can "VIEW" and "PRINT" the hard copy application.

15. Is the Reference Number is essential in the hard copy application?

Yes, Once the user confirmed the correctness of the entries in the online application, system will generate a reference number and will be assigned with the application, once the user confirmed. Since the evaluation of the application is based on the reference number, it is mandatory for the hard copy application. Applicants are requested to verify that the Reference Number is printed in their hard copy application before sending the hard copy application to ICMAM PD.

16. There is no provision for send the application through ONLINE. How can I send the application?

As mentioned in the advertisement document (General Conditions Point no.11), the duly signed hard copy of the online application with the requisite documents should be sent to ICMAM PD on or before the due date. ICMAM PD will consider only the applications which are complete in order as per the advertisement document. Applications sent through email as attached files will not be considered for further evaluation and applicants are requested to send

their application by Post / Courier to ICMAM PD, as mentioned in the advertisement document.

17. I have filled the application and selected save draft option but i was unable to submit the application, How can I proceed?

If the application is saved by using "Saved Drafts" then any time user can open their online application by just clicking the "Saved Drafts" in the Dashboard and in "Action" column, there is a link for "Edit" is available to open the saved draft application. User can fill all the entries and then confirm the application using the appropriate buttons available at the bottom of the screen in Edit mode. Once the user Confirmed the Application, the submitted application can be viewed using "Completed Applications" available in the Dashboard and can "PRINT" the hard copy application. The " PRINT" button is available at the end of the application page.

18. Am I eligible to apply for the Post?

Please read the advertisement notice carefully for the eligibility details.

19. I am not getting the activation link details in my mail box. Why?

If the email id is a valid one, definitely the user get all the information required for online application process. It is observed that some of the users mail is bounced due to invalid email ids and in some cases, due to oversized inboxes. Users are requested to delete unwanted mails and to reduce the mail boxes so that the incoming mail will reach their inbox.

20. I am not getting the confirmation mail for submitting my online application, what to do?

The confirmation mail (regarding the online submission) not received by user is not a problem. Once applicant submitted his/her online application, the application is assigned unique REFERENCE NUMBER, generated by the system. The confirmed application submitted by user is available in "Completed Applications" list. The hard copy application with REFERENCE Number printed

on the application is IMPORTANT. However, applicant will be able to view his / her "APPLICATION STATUS" from the Dashboard link. The process of UPDATING the "Application Status" is under progress and will be completed on or before the due date of submission of hard copy application (21/03/2018). After the update, applicant will be able to view the application status from the Dashboard link.

21. I am in last semester of my masters degree course which is ended in this May 2018. Can I apply for the posts advertised?

READ the advertisement document, wherein requisite certificates/documents are listed. The requisite documents should be sent with the application on or before the due date of submission.

22. My application is in saved draft I couldn't save it or take print out, How to take print out?

From Dashboard, Click on "SAVED DRAFTS"---> "EDIT" from the list of saved applications. Complete all the entries of the application. Then "PREVIEW" or "CONFIRM" the application. You will be getting your application's Reference Number intimation in your screen or Email. click on "Go back to Dashboard"-> "Completed Applications" >> "VIEW" and "Print" (all the buttons: preview, confirm, print are available at the bottom of the application page). Now the Hard copy application is available with reference number printed on it.

23. I have missed some documents in my hard copy application. Shall I send it again with all necessary documents? Is it acceptable?

As per the instructions, multiple applications for the particular post from a particular applicant will be rejected.

24. The website is showing Access Denied message. How should I access the website and fill the application form?

Due to multiple attempts of wrong account details given by user , the account is blocked. The error message will be shown on the screen like "Your account

is not activated or is Blocked". For unblock user account, please REFER Question no 5 in this FAQ.

25. Can I apply for more than One Post and send more than one hard copy application for a particular post (I have done some mistakes in my previous submission)

As per instruction, Separate applications should be submitted for each post, if the applicant wants to apply for more than one post.

In other words, multiple applications (hard copy with reference number) received from an applicant for the particular post name will be rejected. That is, **only one hard copy application, received from an applicant for a particular post name will be considered and otherwise all the applications will be rejected.**

Applications received through email for the post, which are not in the prescribed format, not following stipulated method of submission of application and not having system generated Reference Number will be rejected.

26. How do I know my application is accepted by ICMAM PD and for further notices relating to this recruitment.

Applicants are advised to visit the Recruitment page of ICMAM PD for further notices / updates related to this recruitment. Also, some of the important notices may be posted through user's Dashboard link or through user's email id.