

## **FREQUENTLY ASKED QUESTIONS**

### **Instructions to fill the Online Application Form applying for engagement of Young Professionals and Consultants in Department of Economic Affairs**

1. Name: Enter your name (as in CLASS 10<sup>th</sup>/High School Certificate).
2. Father's Name: Enter your father's full name (as in CLASS 10<sup>th</sup>/High School Certificate).
3. Address: Enter your present address for correspondence with 6-digit PIN code.
4. Mobile Number: Enter your 10 digit mobile number correctly (without pre-fixing ZERO).
5. E-mail ID: Enter your correct and valid e-mail ID.
6. Date of Birth: Enter your date of birth in DD/MM/YYYY format only (as in class 10<sup>th</sup>/High School Certificate).
7. Educational Qualifications: Please check the education qualification for the vacancy applied for as per circular before applying.
8. Percentage/ CGPA: Choose one of the following two options:
  - i. Percentage: To enter the marks as percentage
  - ii. CGPA: To enter the numeric CGPA marks on a scale of 0 to 10 and convert it into % of marks as per conversion formula

#### **Note:**

- (i) Candidates are advised to check the detailed advertisement before submission. No correspondence regarding change of details will be entertained.
- (ii) Candidates should note Registration Number after submitting the application form for future reference.
- (iii) Department of Economic Affairs does not assume any responsibility if the candidate is not able to submit application on account of technical reasons or for any other reason beyond the control of the Department.
- (iv) Candidates need not send the printout of the ONLINE application or any other supporting documents.
- (v) In case of any query, please email at [soad2a-dea@gov.in](mailto:soad2a-dea@gov.in)
- (vi) Selected Candidates will have to produce all relevant documents (e.g. Mark Sheets, Certificates etc.) in original at the time of joining. If any discrepancy is found, their candidature may be cancelled.
- (vii) In case any information given by the candidate is found to be factually incorrect or if the candidate has willfully suppressed any material information, he/she

will be removed from the Young Professionals/Executive Assistants and appropriate action may be taken against him/her.

(viii) Applications for the post of Young Professionals/Executive Assistants with less than one year experience of secretarial services/practices and other relevant experience will not be considered.

(ix) Application not sent through web portal <https://mofapp.nic.in/cadre> will not be considered. The only means of communication between the Department and candidates shall be email.

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