

## SAIL Management Trainee(Administration)-2019 Online Examination

### Frequently Asked Questions

<b>Qn.</b>	<b>How will SAIL use the score in the Online Examination ?</b>
Ans.	SAIL will use the score in Online Examination for short-listing of the candidates, who have applied for SAIL. Further selection process will comprise of Group Discussion (GD) and personal interview.
<b>Qn.</b>	<b>What will be the weightage for Online Examination ?</b>
Ans.	The score in the Online Examination will have due weightage in the selection process alongwith GD and Interview. Kindly see the detailed advertisement uploaded on SAIL Careers website.
<b>Qn.</b>	<b>I am final year student/My final year/Semester result is not yet declared. Am I eligible to apply?</b>
Ans.	Yes, those candidates who are studying in the final year (academic year 2019-20) and would be expecting their final results by May-June, 2019 can apply in the relevant disciplines as advertised. However, they will have to produce their final certificate of eligibility qualification at the time of interview.
<b>Qn.</b>	<b>Can a candidate having acquired qualifying degree through correspondence/part time courses apply?</b>
Ans.	No. Only departmental candidates of SAIL having acquired qualifying degree through correspondence/part time courses from Universities/Institutions recognized/accredited by councils/bodies like UGC/AICTE etc. set up by Central/State Government for the purpose can apply. This is subject to SC decision on the subject.
<b>Qn.</b>	<b>My father is a SAIL employee, can I apply as departmental candidate?</b>
Ans.	No, only the present regular employees of SAIL can apply as Departmental candidates.
<b>Qn.</b>	<b>I've 60% marks in final semester. Can I apply for the SAIL MT(Admn) post?</b>
Ans.	Should have the minimum % marks as average of all semesters. Merely having the specified % marks in the final year/semester will not make one eligible for the post.
<b>Qn..</b>	<b>Can I apply for 2 disciplines for MT(Administration) in SAIL ?</b>
Ans.	No. It is not possible to apply for more than one discipline, since the examination will be held in a single session.
<b>Qn.</b>	<b>The average of all semesters of my qualifying degree is 59.75%, can I apply for MT (Tech) post as general candidate?</b>
Ans.	No. the minimum marks has to be 60% and not less than that. The rounding off principle will not be accepted for the minimum eligibility marks for any discipline or category.
<b>Qn.</b>	<b>I've entered the wrong Email-Id and I want to change it. Is it possible?</b>
Ans.	The personal details, once entered and submitted cannot be changed. However, the email-Id and mobile no. would be verified for issue of application/registration number.
<b>Qn.</b>	<b>My current residential address is temporary and it is likely to be shifted soon, so which address, I should provide?</b>
Ans.	It is advisable to furnish the permanent correspondence address. Providing temporary addresses can lead to inconvenience while delivering the appointment letter, if selected.
<b>Qn.</b>	<b>My institute awards CGPA instead of percentage marks and there is no conversion formula as per university to convert CGPA into percentage marks. What shall I do?</b>
Ans.	If CGPA is from 10 point scale, than multiply it by 10 to get percentage marks. Also get the conversion formula of your institute at time of interview, if shortlisted. In case there is no conversion formula, candidates will have to produce a certificate from the University/institution to the effect that they do not have a conversion formula.
<b>Qn.</b>	<b>Will SAIL refund the registration amount in case my candidature is rejected due to any reason?</b>
Ans.	No, Registration amount once deposited is not refundable for any reason whatsoever.
<b>Qn.</b>	<b>Where the registration slip is to be sent?</b>
Ans.	The candidates are not required to send any document after registration. However, the candidates are advised to retain the Registration slip as well as e-Pay-in-receipt of SB



	collect as the same can be demanded for verification purpose at any stage of the recruitment process.
<b>Qn.</b>	<b>What precautions should I take for payment?</b>
Ans.	<p>The SB Collect page of State Bank of India has been authorized to collect the application fee /processing charges on behalf of SAIL, in a specially opened SB Collect account at Lodhi Road Branch, New Delhi.</p> <p>SBI Collect provides option to the candidates to make payment either through online/net banking or through bank challan. However please note that online payment through SBI collect is not like online payment for electricity/telephone bills. Therefore candidates will have to provide Registration no. and other details to the SBI Collect platform, otherwise payment made by them will not match and their candidature will get rejected.</p> <p>The system will take around 1-3 days for verification of payment made by the candidates. <b><u>Therefore, candidates are requested to log in again after three days into the system to check their payment status.</u></b> If the system shows the status as “verification pending/no payment” please make payment immediately, if not made earlier or recheck your e–receipt for any wrong payment.</p> <p>If payment has been made against a wrong registration no., your application will get rejected. To avoid that please register again with making fresh payment. However, your payment made against wrong registration no. will not be refunded under any circumstances whatsoever.</p> <p>If candidates opt for payment through Challan, they will have to carry the payment Challan generated by SB Collect platform to the nearest SBI branch. Their details will be available with the Bank.</p> <p>After payment, candidates are required to log in the career page to feed the SB collect number into the system for generation of provisional Registration Slip. Only after your payment has been confirmed &amp; registration slip shows payment status confirmed, will your candidature be accepted and provisional registration slip can be printed.</p>
<b>Qn.</b>	<b>How do I confirm that my registration has been completed ?</b>
Ans.	<p>Please ensure to download system generated Provisional Registration slip. After your payment gets confirmed, your Registration slip will show the status of payment as “<b>confirmed</b>” and that is the confirmation of completion of Registration process. Registration without confirmation of payment will not be completed. Please keep a copy of the registration slip with confirmed status with you as that will be required to verify application status in case of any dispute. No claim will be entertained without registration slip with confirmed status.</p>
<b>Qn.</b>	<b>Can I approach the associate banks of SBI with the pay in slip and deposit the amount there?</b>
Ans.	No, you have to approach the nearest SBI bank only to deposit the registration/processing amount. No other associate bank of SBI is authorised to collect this amount.
<b>Qn.</b>	<b>While filling up online application I entered my category as OBC, now I have come to know that I belong to creamy layer OR I had filled my category as General because my OBC/ SC/ST or PWD certificate was not ready. Can I change my category now?</b>
Ans.	<p>It may be noted that any category once entered cannot be changed. So before filling up category in the online form please ensure that you have the necessary documents to prove that you belong to that category. In case you enter your category as OBC, you should be able to submit OBC certificate in the format available on SAIL career page along with the certificate that you belong to non creamy layer. The certificate of belonging to non-creamy layer should have been issued in the current financial year in which the interviews will take place. Similarly the certificate of belonging to EWS category should have been issued in the current financial year in which the interviews will take place.</p>
<b>Qn.</b>	<b>Does one have to pay separate fees to SAIL ?</b>
Ans	Yes, there is separate application fee for SAIL. The candidates belonging to General/OBC category will have to pay Rs.700/- as application fees which includes processing fee.



	However, SC/ST/PWD/EWS category candidates will have to pay Rs.100/- only as processing fees..
<b>Qn.</b>	<b>I belong to General category and have obtained 59.99% in the qualifying degree examination. Will I be eligible for recruitment in SAIL considering that 59.99% may be rounded off to 60%.</b>
Ans	No. Marks in qualifying degree examination will not be rounded off for deciding eligibility of any candidate. Candidates belonging to General/OBC(NCL)/EWS category must have 60% marks (before rounding off) in qualifying degree examination. Similarly, candidates belonging to SC/ST/PWD and departmental category must obtain clear 50% (before rounding off) in the qualifying degree examination.
<b>Qn.</b>	<b>Is there any medical standards for SAIL MT(Administration) ?</b>
Ans	The candidates to appear for recruitment in SAIL must see the medical standards which is available in the detailed advertisement before proceeding with the SAIL application process.
<b>Qn.</b>	<b>I have got highest marks in a discipline in the qualifying degree examination (which makes me eligible to apply) and secured the first rank in my discipline. However, I did not apply to SAIL on-line within the stipulated window of application. Will SAIL consider my candidature based on my superior performance?</b>
Ans	No. SAIL will not consider any candidate if he/she fails to apply in SAIL on-line application system from 29.05.2019 to 18.06.2019.
<b>Qn.</b>	<b>I do not have a printer attached to my PC which I am using for filling-in online application. Can I take print out of my application later after I submit the same online?</b>
Ans.	Yes. You can retrieve your application later and take print out. However, you have to store your unique SAIL application number safely for retrieving the same later.
<b>Qn.</b>	<b>After submitting the application on-line, can it be viewed again?</b>
Ans	Yes. Once submitted, it can be viewed. No changes in application can be carried out. Registration Slip can be viewed later.
<b>Qn.</b>	<b>Can any information submitted at the time of on-line application be changed?</b>
Ans	The online application should be filled-in very carefully taking into account all the instructions. It is to be reviewed carefully before submission. Once the application is finally submitted, no change in any field will be permitted
<b>Qn.</b>	<b>Where the university does not give percentage and only gives letter grades/ CGPA / OGPA, how to fill-in the % of marks in the online application</b>
Ans	The grade/CGPA should be converted into % as per conversion formula applied by the Institute/University. In case of non availability of any such formula, SAIL will have the liberty to convert that into % by applying its own procedure as given in detailed advertisement.
<b>Qn.</b>	<b>I am not sure whether I fulfil the criteria for getting benefit under OBC category. What do I do?</b>
Ans	The onus of proving that you are eligible to get the concession of belonging to OBC (non-creamy layer) rests on you. Couple of suggestions: <ul style="list-style-type: none"> <li>a. Checkout the latest central list of OBCs published by the National Commission for Backward Classes (NCBC). The relevant link is <a href="http://ncbc.nic.in/backwardclasses/index.html">http://ncbc.nic.in/backwardclasses/index.html</a>.</li> <li>b. For getting the benefit of reservation, the caste/ sub-caste/community essentially has to be in the central list. If the caste you belong to appears in a state list but not in the central list, you are not eligible for getting the reservation benefits.</li> <li>c. Be sure that you do not belong to creamy layer. Your OBC certificate must also have a clear mention that you belong to non-creamy layer.</li> <li>d. OBC certificate has to be as per the proper format prescribed by Govt.of India. In case your certificate is too old and not as per format, please gets a new one issued</li> </ul>



	<p>by a competent authority.</p> <p><i>At the time of verification of the caste certificate at our end at the time of recruitment or at any stage after that, if it is found out that the candidate has obtained reservation benefits by submitting, false/ incorrect certificate/information; he/she would not be considered for further selection process/be terminated from the service of SAIL immediately.</i></p>
Qn.	<b>Who is entitled for relaxation/concessions admissible to People with Disabilities (PWD) candidates ?</b>
Ans	Persons with disability of 40% or more will get the benefits admissible to PWD candidates. It is necessary to have a valid disability certificate issued by the medical board constituted for the purpose and duly countersigned by the medical superintendent/CMO/ Head of hospital. Candidates whose degree of disability is less than 40% are not entitled for concessions admissible to PWD candidates. The post is open to all categories of disabilities.
Qn.	<b>How the visually impaired candidates are required to appear in the online examination ?</b>
Ans	<p>The visually impaired candidates can use a Scribe for appearing in the online examination. <u>Such candidates are required to send the coloured scanned copy containing the following details by 18/06/2019 at email-id <a href="mailto:sail.rectt@sailex.com">sail.rectt@sailex.com</a> :</u></p> <p><u>Details of the Candidate :</u> SAIL Application Number, Name of Candidate, Date of Birth, Discipline, Sex (Male/Female), Address filled in the online application form, Centre of Online Examination, Photograph of the candidate, Signature of the Candidate.</p> <p><u>Details of the Scribe :</u> Name of the Scribe, Sex (Male/Female), Date of Birth, Permanent Address, Address residing at present, Aadhar Card/Voter Card/Passport Number, Photograph of the Scribe, Signature of the Scribe, Mobile Number/Telephone Number, Right hand thumb impression for male/left hand thumb impression for female.</p> <p><u>In case of non-receipt of the above information at the above mentioned email-id by the specified date, it will not be possible to arrange the online examination for the visually impaired candidates.</u></p>
Qn.	<b>My name in the qualifying degree examination is mentioned as Gupta S K while in my Class-X pass certificate the same has been mentioned as Sunil Kumar Gupta. Please advise how should I fill in my name while applying for SAIL?</b>
Ans	In case, there is a mismatch in names (including the way it is written), in SAIL application with that of a document like Class X/XII/Graduation/MBA/PGDM mark-sheet, the onus will be on the candidate to establish that both the persons are same. If SAIL is not satisfied with the explanation/proof provided, the candidature will be rejected.
Qn.	<b>Do I need to mail my complete application form with photograph affixed?</b>
Ans	No. Completed application need not to be mailed. The application is to be brought at the time of GD/Interview, if shortlisted.
Qn.	<b>How can I communicate with SAIL, if I have any specific query?</b>
Ans	First, please call on the telephone numbers, given on SAIL careers website. Most of the queries will be addressed at this level. In case you have queries, which cannot be replied from the help-line number or if their reply is not satisfactory, you may contact us at Helpline No. given under MT recruitment at SAIL Careers website.
Qn.	<b>I still need some clarification, to whom I can contact?</b>
Ans.	For any queries please dial 011-22403171,172 or 173, or 011-22441758 (9.30am-5.30pm.) on working days.