FAQs(Frequently Asked Questions)

1) **About CGPA Points**

Since many engineering institutions opt and follow the system of assigning grade points in place of marks in various subjects, a method of converting the CGPA points to the equivalent percentage as followed in KPSC has been adopted. KPSC uses the formula,

Equivalent percentage = (CGPA-0.75) X 10

Using this formula the grade conversion is done in recruitment process.

Regards

2) **About 'preview' button in the application format not working**

Please check and ensure that you have filled all the mandatory fields properly. In case of Ineligible candidates appropriate screen message will be displayed.Please tick the check box at the bottom of application form.In case of incomplete information error message will be displayed at the bottom of the form.

3) **Uploading photo and signature/documents not uploading**

As per the online notification instructions, the uploading size of any document should not exceed 100 kb

Photo and signature should be uploaded separately in the desired cell

4) **submit option not appearing/wrong documents have been uploaded**
   After filling in all the details click "preview" option in order to verify the details that you have filled,once you are convinced about the correctness of the details entered, press "Submit" option given below the page.
   In case of wrong details/documents uploaded it should be corrected in the preview stage before submitting the application.

5) **Other branch students are eligible to apply?**
   As per the notification released it is clearly mentioned that only Civil engineering degree holders are eligible to apply for the post of AE(Civil), Diploma in civil engineering holders are eligible for applying JE(Civil) and Diploma in environmental engineering holders are eligible to aplly for JE(Environmental).

6) **Web page not displaying/online payment problem**
   Please ensure the correctness in the internet connection

7) **Step by step procedure to fill up the application form**
   a. Fill application form completely with all relevant details
   b. Press preview button.

c. You will be led to preview page where you can check whether all the entries made are correct

d. If you are convinced about the correctness of the entry press 'submit' option.

e. You will get message on screen with ID number alloted to you. Note this NUMBER WITHOUT FAIL.

f. Then press Home button

g. Go to the link 'upload documents', upload all required documents in the correct field (each document size should not exceed 100 kb)

h. After uploading documents go to make payment link and follow the instructions there in.

i. Make the payment and note the print details of the payment for your future reference

j. **Your submission of application will then be complete**.

8) **paying fees through challan at post office**

Take the printout of the challan copy generated in online to your nearest post office and follow the instructions accordingly then your payment process is complete

9) **paying fees through challan at SBI branches**

Take the printout of the challan copy generated in online to your nearest SBI bank and follow the instructions accordingly then your payment process is complete

10) **How do I make the payment towards application fee**

After filling all relevant details in the application form go to 'preview' page. Ensure all the details are entered correctly and submit the application form.(press 'submit' button)Then go to 'make payment' link. Chose the option of your liking. Proceed as per the on screen instructions for completing the payment process.

It is desired that applicants, especially those who opt for chalan mode do not wait till the last date for making payments as last minute rush, internet crash, other technical snag etc., may hinder the process and result in non-payment of the application fees. HENCE APPLICANTS ESPECIALLY THOSE CHOSING TO MAKE PAYMENT THROUGH BANK/POST OFFICE CHALLAN EXERCISE EXTRA CAUTION AND OPT FOR FILLING APPLICATION FORM MUCH BEFORE THE LAST DATE.