



सत्यमेव जयते

कृषि वैज्ञानिक चयन मंडल  
(कृषि अनुसंधान एवं शिक्षा विभाग)  
कृषि एवं किसान कल्याण मंत्रालय  
कृषि अनुसंधान भवन-1, पूसा, नई दिल्ली 110 012.  
**AGRICULTURAL SCIENTISTS RECRUITMENT BOARD**  
(DEPARTMENT OF AGRICULTURAL RESEARCH AND EDUCATION)  
MINISTRY OF AGRICULTURE AND FARMERS' WELFARE  
Krishi Anusandhan Bhavan-I, Pusa, New Delhi-110012



## ASRB - ONLINE APPLICATION & SCORE CARD INFORMATION SYSTEM (OASIS)

### Frequently Asked Questions

**Q1: How can I access the ASRB site to fill up the Online Application for Research Management Positions (RMP)?**

**Answer:** Log in to <http://www.asrb.org.in> to access the home page of the Online Application for Research Management Positions (RMP).

**Q2: How can I submit Online Application(s) for post(s) advertised by the ASRB?**

**Answer:** You can register yourself by clicking "New Registration" link available on the home page of <http://www.asrb.org.in>. On successful registration, a Registration ID will be generated by the online application system. This registration ID shall also be sent to the candidate on his/her registered mobile number/official e-mail ID. You have to click on the 'APPLY' button given against Score Card Software application for filling up and submitting the online application.

**Q3: What are the instructions to guide an applicant for submitting an online application?**

**Answer:** For filling up the Online Application, the applicant must refer to "Instructions to the Candidates for filling Online Application" as contained in the Annexure-I of the Vacancy Notification vide Advt. 01/2021 and also available on <http://www.asrb.org.in>

**Q4: What is the procedure to pay the fee for the Online Application for Research Management Positions?**

**Answer:** The application fee as prescribed should be deposited online only. The fee must be paid online while filling the online application form available on the website: <http://www.asrb.org.in> only. Payment can be made through Debit

Card/Credit Card/Net Banking/ UPI from any Bank. Transaction charges for Debit Card/Credit Card/Net Banking/ UPI payment, as the case may be, have to be borne by the candidate. Application fee for each application should be paid for the post applied for and the fee once paid shall not be refunded under any circumstances.

**Q5: Which categories of candidates are exempted from Fee payment?**

**Answer:** Candidates belonging to the SC/ST/Divyang categories and women need not pay any fee and are exempted from payment of fee. The SC/ST/Divyang candidates shall upload their respective caste/category certificates to claim fee exemption. If you do not belong to any of the above categories, then you have to pay the fee.

**Q6: Is it necessary to fill up the details related to Landline Phone No. / Mobile No. / E-mail and area PIN Code?**

**Answer:** Yes, one telephone number (residence, office or mobile no.) and official e-mail address and PIN Code are mandatory to be filled in by the candidate. The Board **only** communicates electronically with the applicant through the mobile number and official e-mail address provided by the applicant in his/her online application.

**Q7: Is it possible to withdraw application once submitted online?**

**Answer:** Yes, applicant will have the option to withdraw application(s) submitted online before the call letters for interview are issued by the Board. Once call letter is issued to the candidate, he/she will not be allowed withdrawing the applications. But the fee paid shall not be refunded by the Board under any circumstances.

**Q8: I have made the payment through Credit Card/ Debit Card / UPI but the Online Application System is showing as “fee not paid”. How can I check/update the payment made?**

**Answer:** After payment is made, payment details are updated on the Online Application System. It is advised that if even after repeated attempts you are not able to pay the fee through Credit/Debit card / UPI, then you may switch over to Internet Banking. After completing the process of fee payment you should be able to see your application from "MY ACCOUNT (My finally submitted Application)".

**Q9: What types of certificates are to be uploaded while filling online applications?**

**Answer:** In addition to Date of birth, Master's degree, Doctorate degree and any other certificate relevant to the post applied for shall be uploaded by the applicant while filling online application. However, the applicant has to refer the Score Card- 2021 and the Council's O.M. No. 9(1)/2010-Per.IV (Pt.2) dated 09.11.2021 before uploading the certificates.

**Q10:How will I upload my photograph/signature?**

**Answer:** The passport size photograph with white background and signature should be scanned in jpg format and are to be uploaded in "Photo & Signature Upload" module.

**Q11: What should be the size of the scanned photograph and the signature?**

**Answer:** The candidate should scan his/her signature which has been put on white paper with black ink pen. Each of the scanned images of the photograph/signature should not exceed 150KB in size.

**Q12: How can I make changes/addition/deletion in the information filled in various modules of the Online Application?**

**Answer:** You can make changes in the information filled in any of the modules (except Registration Module) of online application before its submission. No changes can be made after the online application is submitted.

**Q13: After filling up the Online Application, I get a Blank Screen/ Internet got disconnected/ my PC closed/ hung/ shut down. Is my application saved?**

**Answer:** You can fill different modules in multiple sittings. You are required to click on the "SAVE AND CONTINUE" Button after completing each module. The information up to the point where you last clicked the "SAVE AND CONTINUE" button shall be saved.

**Q14: How do I confirm that my Online Application is saved and has been received in the Board?**

**Answer:** Your finally submitted application must be available in the list displayed on clicking the "MY ACCOUNT (My Finally Submitted Application)" link. Please keep a print out of your Online Application for all future communications with the Board.

**Q15: What details should I retain after completion of submission of my Online Application?**

**Answer:** After the completion of the process of submission of the Online Application, you must take a print out or soft copy of the submitted Online Application and keep the said print out for future reference. You are also advised to keep the proof of the fee payment which might be required by the Board in case of any discrepancy

**Q16: Can I take the print out of my finally submitted application after the prescribed closing date i.e. after the link is disabled on the closing date?**

**Answer:** Print out of the Online Application can be taken from the "My Account" even after the prescribed closing date.

**Q17: Should I send the print out of the application to the ASRB by post/ by hand?**

**Answer:** No, you need not to send the print out of the application to the ASRB by post/by hand. However, if you are shortlisted for interview, then you have to bring the print out of your Online Application along with other documents, for which you will be informed separately.

**Q18: What details should I provide while making correspondence with the Board?**

**Answer:** Board does not entertain communication from the candidates. However, if communication with the Board is necessary, you must mention the following details– Item Number, Name of Post for which you have applied, Advertisement Number, Registration Id, Applicant's name, Father's name and the Application Number generated by Online Application system.

**Q19: Can I seek clarification regarding my eligibility for the posts advertised**

**by the Board?**

**Answer:** No Essential and desirable qualifications as well as the eligibility criteria have been clearly specified in the notification. The applicant should assess his/her eligibility and suitability as per the requirements. Board shall not entertain any such correspondence on eligibility otherwise.

**Q20: How do I know that my candidature/eligibility for the post applied has been accepted by the Board?**

**Answer:** The decision of the Board with regard to eligibility or otherwise of the any candidate based upon evaluation of the application and particulars/records submitted with the application by the candidate shall be final. The Board will not enter into any correspondence with the candidates regarding not being called for interview / unsuccessful candidates after interview etc.

**Q21: Whom do I contact for any queries related to the online application?**

**Answer:** For any information/ clarification / guidance, candidate may contact the office of Secretary, ASRB, KAB – I, Pusa, New Delhi on Ph. No. 011-25846730, 25842948 and 25848172 Extn 205 during 10.00 hrs and 17.00 hrs (Monday to Friday, except Gazetted Holiday(s)). Queries can be sent by e-mail to [query@asrb.org.in](mailto:query@asrb.org.in) by mentioning the Item No and name of the post. ASRB will respond to the query as soon as possible.

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