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FAQ (FREQUENTLY ASKED QUESTIONS)

1. I have obtained only a grade from my University but not any specific marks. How will I write the percentage equivalent?

Ans - Generally the Universities specify a conversion formula. In some cases, the exact percentage equivalent may be specified; while in some case only an **interval of marks** is given. For example, the formula may stipulate, say, “the grade B means 55-64 percent of marks”. In such cases, take the exact midpoint, which is $(55+64)/2 = 59.5$, as your percentage equivalent.

If the grade is awarded in a CGPA pattern, the University may specify something like “**3.49 – 3.99**” implies a percentage equivalent of “55 – 64”. So, if a candidate secures 3.80 (say), his/her percentage equivalent may be calculated as follows:

$$\text{Step 1 : } \frac{3.80-3.49}{3.99-3.49} = \frac{0.31}{0.50} = \mathbf{0.62}$$

$$\text{Step 2: } \quad \mathbf{0.62 \times (64 - 55) = 5.58}$$

$$\text{Step 3 : } \quad \mathbf{55 + 5.58 = 60.58 \text{ rounded off to } 60.6}$$

2. I have entered a grade in the appropriate box under Block 1 of ‘Qualification’. Now, I want to write the ‘Percentage Equivalent’. But that box is disabled and I am not able to write anything there. What will I do?

Ans - After writing the grade, **press the ‘Tab’ button** and wait for a few seconds. The box will be automatically enabled. Else, simply place the cursor in that box, and left click. The box will be enabled after a few seconds. You can even proceed to the next item (box) and left click. The box ‘**Percentage Equivalent**’ will be enabled.

3. How should the School level marks be entered? Will it be inclusive of the marks obtained in the Additional subject? Should the marks for all the subjects be considered?

Ans – For the Secondary level, consider the total of all compulsory papers but **not that of** any ‘**Additional**’ or ‘**Optional**’ subject. For the Higher Secondary level, consider the marks of **top four subjects** including Language, Additional and Optional; excluding compulsory Environmental Studies/Science. Under ‘full marks’, enter the full marks for only the subjects you have taken.

4. I have passed my graduation examination in ‘General’ subjects (without Honours). How will I enter my Graduation marks?

Ans – Suppose you are an applicant for the post of Assistant Professor in Political Science. You have done your graduation (B.A. General) with Political Science, Sociology and Education and secured 720 marks out of 1200. You need to enter only 720 and 1200 in the appropriate boxes and then press the ‘Tab’ button. The computer will automatically calculate your percentage (60 %). After observing that the same has been correctly done, proceed to the next item (in this case, PG level examination).

An applicant with Honours in Political Science will enter only his/her Honours marks. Suppose he/she has scored 480 out of 800 in Political Science (ignoring the marks obtained in the ‘pass’ subjects). This candidate will also enter 480 and 800 in the respective fields, the computer will calculate the percentage (60%) and proceed in the same manner as stated above.

5. I am a whole time Librarian drawing UGC Scale of pay in a Private Institution recognized by UGC. Will I be awarded credit for my experience?

Ans- Yes. You will be awarded credit for your experience.

6. I am a whole time Librarian in a school. Will i be awarded credit for my experience?

Ans- No, the credit for experience will be awarded only for College/ University level.

7. I entered some data on my publications. Our publication does not have an ISSN/ISBN number. When I tried to save my entire data, it was shown as an incomplete entry, and the computer is asking me to write the ISSN/ISBN number.

Ans-You should write **NA** in the relevant box. Don’t leave it blank.

8. Is there a maximum number of publications which I can submit? Shall I be awarded only on the basis of the publications that I am allowed to submit?

Ans – Yes, you can submit the details of only 5 of your publications online. However, you are at liberty to bring all your publications before the interview board for the perusal of experts. The experts will assess the quality and quantity of your entire research effort and award marks to you.

9. From when will the payment be accepted by the UBI?

Ans – All branches of United Bank of India will accept payment through e-challan after a lag of at least two working days after successful registration.