

Job Register FAQ's

1. How do I submit a Job advertisement?

A. Job advertisements can be directly submitted by Life members through their ASI profile account on the website. We request you to login into the main ASI web portal. After login, on the right panel you will find a menu block called Menu for Members, click on the **Job announcement** link. This will take you to a form through which you can submit the details of the job announcement.

2. How do I login into my ASI profile account?

A. On the main ASI website, you will find the link to the login on the top at the right. Please login using your ASI username and password.

3. I do not remember the username and password of my ASI profile account. How do I proceed?

A. The credentials were shared with the ASI members when the email regarding the individual accounts were created. The credentials are also shared when an email is sent to a new member. You can login with those credentials. You can also reset the password should you wish to do so. To reset your password use the link <https://www.astron-soc.in/user/password>, using the email address or the username that you have with the ASI.

If you still encounter problems, you can send an email to Secretary, ASI at astron.soc.india@gmail.com with the screenshot of the error.

4. Where can I view the list of all the job announcements?

A. It can be viewed using the link <https://astron-soc.in/list-of-jobs>.

5. I have submitted an Job advertisement but it does not appear in the list of job announcements.

A. **The Job announcement should have relevance to the area of Astronomy and Astrophysics.** After submission, it is reviewed and approved by the Secretary, ASI, before finally being listed on the webpage. If the job posting is found to be irrelevant, the job will not be listed.

6. I am a non ASI member/Associate members/Student member and would like to post a job announcement.

A. Those who are not ASI Life members can submit the job announcement using the google form with the <https://forms.gle/r8pccodHjv2ia68XA>. Further, a sum of Rs. 500/- is required to be paid to the ASI for the Job posting or announcement on the ASI website. For further details, please send an email to Secretary, ASI, at astron.soc.india@gmail.com.