



**Recruitment for the post of Watchman in Food Corporation of India, Haryana Region
Advertisement No. 01/2017/Haryana**

The Food Corporation of India (FCI), one of the largest Public Sector Undertakings, dealing with food grain supply-chain management, invites application for the Post of **Watchman** for positioning in its Depots and Offices under Haryana Region. **ONLINE APPLICATIONS** are invited from eligible candidates who fulfil the prescribed qualifications, age etc. for the post mentioned/ indicated below:

I. PROJECTED VACANCIES:

Post	Scale of Pay (IDA Pattern: S-1)	Minimum Age limit as on 01.08.2017	Maximum Age limit as on 01.08.2017	SC (19 %)	OBC (27%)	PWD /PH (3%)	ExS (24.5%)	UR	Total
Watchman	8100-18070*	18 Years	25 Years	72	102	11	93	206	380

* Pay Scale is subject to revision w.e.f. 01.01.2017

The total number of vacancies may vary as per administrative exigencies and at the discretion of FCI Management. The candidates will have no right of claim for post, if the number of vacancies decreases.

UR – Unreserved; SC – Scheduled Caste; OBC – Other Backward Class; PWD/ PH – Persons with Disabilities/ Physically Handicapped, ExS- Ex-Serviceman.

Horizontal Reservation has been given to PWD/PH/Ex-Serviceman (EXS) Category. (Ex-Serviceman who have already secured employment in civil side under Central Government in Group “C” & “D” posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under EXS category. However, they are eligible for age relaxation only)

The persons with the Degree of Disability of 40% and above are eligible for applying for the posts earmarked for PWD/PH Category i.e. OH- Orthopedically Handicapped/HH- Hearing Handicapped.

Posts identified to be filled by persons with disabilities (PWD/PH):

Sr. No.	Post Identified	Category of disability identified for the post		
		1	Watchman	OH (Orthopedically Handicapped) OL

Legends:

1. OL - One Leg Affected (R and/or L)
2. BL - Both Legs Affected but not Arms

II. QUALIFICATION (As on 01.08.2017)

Name of the Post	Qualification
Watchman	Middle Standard Pass (8 th Class Pass)

Candidates who are appearing at the qualifying exam or their proof of passing/result is not declared on or before 01.08.2017 are **NOT ELIGIBLE** for applying for the post.

NOTE:

1. Candidates are required to submit the Online Application Form **Only Once** through the website www.fciharapply.com. In case of multiple applications, the candidature shall be summarily cancelled.

2. No printed / hard copy of the filled Application Form or any other supporting documents is to be sent before short-listing based on Written Test and / or Physical Endurance Test unless asked to submit specifically.

III. RESERVATION AND RELAXATIONS:

1. The prescribed qualifications, age limit, etc. shall be reckoned as on 01.08.2017. The maximum age limit will be relaxable by 5 years in case of SC/ST candidates and 3 years for OBC candidates.

2. There will be relaxation of 5 years in upper age limit in case of departmental (FCI) workers.

3. The upper age limit will be relaxable by 10 years for PWD / PH candidates, 13 years for PWD / PH candidates belonging to OBC and 15 years for PWD / PH candidates belonging to SC/ST.

4. The aforesaid reservation and relaxation is **not applicable** to OBC candidates, falling within the **Creamy layer**.

5. Age will be additionally relaxable by 5 years for those applicants who had ordinarily been domiciled in the State of Jammu and Kashmir during the period 01-01-1980 to 31-12-1989. Any applicant intending to avail the relaxation under this category shall have to submit a certificate from the District Magistrate within whose jurisdiction she/he had ordinarily resided or any other authority designated in this behalf by the Govt. of Jammu & Kashmir to the effect that she/he had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01-01-1980 to 31-12-1989.

6. For Ex-Serviceman the Upper Age limit shall be relaxed as on 01.08.2017 by allowing the deduction of length of actual Military Service from his actual age and the resultant age should not exceed the maximum age limit prescribed for the Post by more than 3 years (6 years in case of OBC Candidates; 8 years in case of SC/ST).

NOTE I: Ex-Servicemen who have already secured employment in civil side under Central Government in Group "C" & "D" posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under EXS Category. However, they are eligible for age relaxation only.

NOTE II: The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.

NOTE III : For any servicemen of the three Armed Forces of the Union to be treated as Ex-Servicemen for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/Service, the status of Ex-Serviceman and/or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement for the Armed Forces within the stipulated period of one year from the closing date.

NOTE IV: An Ex-Serviceman or Persons with Disability (PwD) category candidate who qualifies on the basis of relaxed standards viz. age limit, qualification, in written examination, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. In so far as cases of Ex-Servicemen are concerned, deduction from the age of Ex-Servicemen is permissible

against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

NOTE V: There will be no pay-protection in respect of Ex-Serviceman.

EXPLANATION I: An Ex-Serviceman means a person who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and who retired from such service after earning his/her pension. This would also include persons who are retired/retire at their own request but after having earned their pension; or

i. who has been released from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or

ii. who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or

iii. who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army of the following categories, namely: -

a) Pension holders for continuous embodied service,

b) Persons with disability attributable to military service; and

c) Gallantry award winners.

EXPLANATION II:

The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of "Ex-Serviceman" may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to Ex-Servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

NOTE V: AGE CONCESSION IS NOT ADMISSIBLE TO SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN.

7. Age Relaxation in Case of Widows/Divorced Women/Women judicially separated and who are not remarried up to 35 years, 38 Years and 40 Years for Unreserved, OBC and SC/ST respectively.

8. The erstwhile contractual security guards who have worked at least for a period of six months with FCI Haryana Region prior to 16.11.2009 i.e., date of order of Hon'ble Supreme Court of India in SLP Nos. 28844-28855 of 2009, will be given relaxation in age as well as qualification. However, such candidate is required to upload Affidavit duly notarized/ issued by first class Magistrate/Oath Commissioner in prescribed format given at Annexure-F while submitting online application. Further such candidates will be required to produce original Identity-Card and salary slips pertaining to the period they were engaged as contractual security guards.

NOTE:

i. Maximum age for General Category Erstwhile Contractual Security Guards shall be 55 years as on 31.05.2018* i.e. the probable date of completion of entire recruitment process so that the candidates belonging to reserve category may be confirmed to the post after service of one year, which is prerequisite for confirmation to the post as per FCI rules.

ii. In view of relaxation in age given above, the candidate who does not work for at least 5 years after final selection to the post of Watchman in FCI will not be eligible for Gratuity as per Payment of Gratuity Act.

iii. The minimum qualification is 5th pass for erstwhile contractual security guards.

- iv.** The erstwhile contractual security guards to produce Identity-Card and Salary Slips as a proof of having worked with FCI as contractual security guards. Besides they shall have to submit Affidavit (annexure F)
- v.** The relaxation in Haryana Region will be given only to the workers who had worked as contractual security guards in Haryana Region of FCI.
- vi.** As per Hon'ble High Court of Punjab & Haryana order dated 22.08.2002 in CWP No 4695 of 1999 the erstwhile contractual security guards will be entitled to relief in the light of observation made in Hon'ble Supreme Court in case of Steel Authority of India (SAIL) therefore any contractual security guard engaged after 22.08.2002 will not be considered eligible for relaxation.

IV. SELECTION PROCESS:

The selection shall be based on Written Test followed by Physical Endurance Test (**PET**).

i) The written test will be Bilingual (i.e. Hindi & English Language) in the offline mode. The said test will be of 2 hours and shall have 120 Objective type questions in General Knowledge, Current Affairs, Reasoning and Numerical Ability. All 120 Multiple Choice Questions will carry equal 01 mark. No negative mark for wrong answer.

ii) The PET which is qualifying in nature will be held based on the result of written examination

Events & Standard of Physical Endurance Test (PET):

PHYSICAL ENDURANCE TEST					
RACE (Qualifying in one attempts only)	Distance (In meters)	Qualifying Parameters in minutes as per age			
		18-30 years	>30-35 years	>35-40 years	Above 40 years
Male candidates	1600 m	375 Sec.	420 Sec.	465 Sec.	500 Sec.
Female candidates	800 m	255 Sec.	300 Sec.	345 Sec.	390 Sec.
LONG JUMP (Qualifying in three attempts)	Distance (In meters)	Qualifying Parameters in meters as per age			
		18-30 years	>30-35 years	>35-40 years	Above 40 years
Male candidates	3.95 m	3.95 m	3.80 m	3.65 m	3.50 m
Female candidates	2.74 m	2.74 m	2.60 m	2.45 m	2.30 m
HIGH JUMP (Qualifying in three attempts)	Distance (In meters)	Qualifying Parameters in meters as per age			
		18-30 years	>30-35 years	>35-40 years	Above 40 years
Male candidates	1.14 m	1.14 m	1.10 m	1.05 m	1.00 m
Female candidates	.90 m	.90 m	.85 m	.80 m	.75 m

NOTE-

i) The candidates shortlisted for the PET shall be informed about the venue of Physical Endurance Test through website (www.fciharapply.com). The candidates are advised to keep in touch through the website.

ii) Number of Candidates to be called for the PET, will be 03 (Three) times (subject to availability) to the number of vacancies available, based on their marks in Written test. In-case the requisite number of Candidates are not available to fill up the vacancies, then at the discretion of Competent Authority, an additional list for the PET may be drawn based on the merit.

iii) Fitness certificate from the Registered Civil Surgeon along with Eye/Vision test has to be brought by the shortlisted candidate at the time of attending the PET without which the candidate shall not be allowed to appear in PET.

iv) Physical Endurance Test for PWD/PH is exempted.

v) Final Merit List will be decided on the basis of Written Test subject to qualifying the Physical Endurance Test (PET).

V. IMPORTANT INFORMATION / INSTRUCTIONS:

1. The Admit Card for the Written Test indicating the time and venue of examination for each candidate can be downloaded from www.fciharapply.com 15 days prior to the date of examination onwards. Candidates, who are not able to generate their Admit Cards online at least one week before the date of the examination, should contact at email ID agmpershr.fci@gov.in. Even then if the grievances are not addressed, the candidates may contact in person to Personnel Division, FCI, Regional Office, 29-32, Sector

4, Panchkula, Haryana with proof of online submission of Application Form for generating Admit Card online. Intimation about shortlisted candidate will be posted on website for which candidate may keep in touch through website www.fciharapply.com. Candidate has to appear in all the phases of the recruitment process to be eligible for the selection. The candidates are advised to keep in touch through the Website.

IMPORTANT DATES:

1	Submission of Online Application Form will Commence from	05.11.2017 from 10.00 hrs (IST)
2	Application Fee to be paid: Rs. 250/- (Excluding Bank Charges)	The last date for making the payment of Application Fee through Internet Banking/Debit/Credit Cards/E-Challan: 04.12.2017
3	Last date for submission of online application	04.12.2017 23.59 hrs (IST)
4	Availability of Admit Card on Website	15 days prior to announced date of Examination
5	Date of Written Test& Physical Endurance Test	Will be announced in website www.fciharapply.com

Note: Candidates may keep in touch through the website www.fciharapply.com for regular updates.

The online Application will remain active from 05.11.2017 10.00 hrs (IST) to 04.12.2017 23.59 hrs (IST) only. In order to avoid any last minute rush, the candidates are advised to apply early enough. FCI will not be responsible for network problems or any other problem in submission of online application.

VI. GENERAL INFORMATION / INSTRUCTIONS:

1. Nationality: A candidate for appointment in the service of the Corporation shall be:
 - i. a Citizen of India, or
 - ii. a subject of Nepal, or
 - iii. a subject of Bhutan, or
 - iv. a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or
 - v. a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (ii), (iii), (iv) and (v) above shall be a person in whose favour a certificate of eligibility has been given by the Competent Authority.

2. Candidates should indicate at the designated place in the Application Form whether they belong to one of the Minority Communities notified by Government namely, Muslims, Christians, Sikhs, Buddhists, Jain or Zoroastrians (Parsis).

3. No Person shall be eligible for appointment unless he has attained the age of 18 years as on 01.08.2017.

4. The post carry IDA pattern pay scales and usual allowances such as HRA, Leave Travel facilities etc. These scales carry DA on percentage basis. Gross emoluments would vary depending upon place of posting. The pay of selected candidates shall be fixed at minimum of the scale of pay for the post.

5. The seniority of the Officials, appointed in the services of FCI within the Region will be determined by the order of merit in which they are finally selected for appointment. They will be posted anywhere in State

of Haryana within the jurisdiction of the Haryana Region. The seniority of the officials will be maintained in the Region.

6. Employees of the Central / State Govt. / Public Sector Undertakings and departmental candidates should also apply Online. Their candidature is subject to fulfilment of the essential eligibility criteria and ensure that **they are in possession of 'No Objection Certificate' from their concerned employer** on or before 04.12.2017 which shall be required to be sent along with other essential enclosures in case of their short-listing on the basis of the Written Test/Physical Endurance test at the designated Address which shall be informed / notified through the designated website www.fciharapply.com. **No objection Certificate issued 04.12.2017 or at the time in Document Verification shall not be considered as an eligibility document and summarily rejected.'**

7. Candidates are not permitted to use Mobile, calculator and other electronic gadgets. They should not, therefore, bring the same inside the examination premises/venue.

8. Candidates must write the papers/indicate the answers in their own hand. For Objective Type Multiple Choice Questions paper, OMR Answer Sheets will be provided. OMR Answer Sheet to be filled in with **Blue / Black Ball Point Pen only** as per instructions given in OMR Answer Sheet. Candidates are required to mark their Name, Date of Birth, Roll Number, Registered Application Number, and Question Booklet Number etc. correctly on the OMR Answer sheets by darkening the appropriate ovals / boxes. Candidates are also required to sign their names in running hand and affix left hand thumb impression on the Answer Sheets. Answer Sheets not bearing the Candidate's Name, Roll Number, Signature, etc. in the space meant for the purpose will not be evaluated and awarded Zero mark. If any candidate belonging to reserved category does not write their category properly in the OMR Answer Sheet, they will be treated as belonging to UR category. OMR Answer Sheets are read by machine and, therefore, failure to comply with any of the instructions will result in award of Zero marks. Candidates in their own interest should strictly follow the Instructions given on the Question Booklet/ OMR Answer sheet. No representation regarding non-compliance of instructions will be entertained.

9. Discrepancies in question paper should be brought to the notice at agmpershr.fci@gov.in within 3 days of holding the examination. Representation submitted thereafter will not be entertained.

10. In view of the large number of applications, scrutiny of the eligibility, category and other aspects will not be undertaken before issuing call letters for Written Test.

11. Candidates in their own interest are advised to provide their Mobile Numbers and E-mail IDs accurately, as it may be used for all future correspondence.

12. It is mandatory for all the candidates to upload their Photograph and Signatures as specified without any exception.

13. Formats prescribed for furnishing certificates for SC/ST, OBC, PWD/PH, Serving Defence Personnel and Ex-Servicemen are appended at Annexure A, B, C, D and E respectively. Candidates may note that these Certificates/Documents shall be required to be sent along with other essential enclosures in case of their shortlisting on the basis of the Written Examination/Physical Endurance test at the designated address which shall be informed / notified through the designated website www.fciharapply.com. SC/ST/PWD/Women/Ex-servicemen or Serving Defence Personnel Candidates who are seeking fee Exemption must upload the relevant document / certificates as stated above as a proof for Exemption from application Fee. Women candidates are required to upload any certificate mentioning gender of School/High School Certificate/Caste Certificate/College ID Card/Aadhar Card/Voter ID card/Driving License/Passport etc. As Male Candidates belonging to unreserved category, OBC are not exempted from Application fee, are not required to upload any Certificate/Document/Undertaking at this stage.

14. A candidate should select any one of the examination centres within the Region while filling the online Application Form.

Ambala	Bhiwani	Chandigarh	Faridabad
Gurugram	Hissar	Kaithal	Karnal
Kurukshetra	Panchkula	Panipat	Rewari
Sirsa			

15. No change in centre of examination will be allowed under any circumstances. Hence, the candidates should select the centres carefully and indicate the same correctly in their applications.
16. The Corporation reserves the right to cancel any Centre and ask the candidates of that Centre to appear from another Centre. Corporation also reserves the right to divert candidates of any Centre to some other Centre to take the examination.
17. **RESOLUTION OF TIE CASES:** In case of a tie, the tie will be resolved as under:
The procedure will be followed by Date of Birth i.e. the candidate older in age will get preference. Lastly, if the tie still persists, the tie will be resolved by referring to the alphabetical order of names i.e. a candidate whose name begins with the alphabet which comes first in the alphabetical order will get the preference.
18. Mere submission of application and fulfilling the eligibility conditions gives no right to any person for appearing in Written Test etc.
19. Qualifying in the Written Test and Physical Endurance test for the post without fulfilment of eligibility conditions will not confer any claim to the candidate for final selection to the post.
20. Candidates should comply with additional instructions of FCI, if any.
21. Filling up of the vacancies is subject to the outcome of any litigation affecting the recruitment process.
22. No correspondence will be entertained about the outcome of the application, at any stage.
23. All appointments will be subject to the Rules and Regulations of the Corporation in- force from time to time. Other benefits like CPF, Gratuity, Leave Travel Concessions, Leave Encashment, Medical-reimbursement, etc., shall be applicable as per the rules of the Corporation as amended from time to time.
24. The candidate on selection to FCI is liable to be posted anywhere in State of Haryana within the jurisdiction of the Haryana Region. However, they are also liable to be posted anywhere in the country in the interest of the Corporation.
25. No TA will be provided for the Written Test/Physical Endurance Test.
26. Candidate must ensure to have fulfilled all the eligibility criteria, viz., qualification, age, etc. as on 01.08.2017. Candidates should satisfy themselves that they fulfil the required qualification, age etc., before applying for the post. In case it is found that the information furnished by a candidate is defective in any manner or has been deliberately suppressed, the candidature will be summarily rejected as and when it comes to the notice of the Management. The candidates are advised to satisfy themselves fully about the correctness of the information furnished. The candidature would be rejected if found ineligible at any stage.
27. Candidates, who fulfil all the eligibility criteria, will be issued Offer of Appointment as per merit list and as per vacancies.
28. Before registering/submitting applications on the website, the candidates should follow the instructions given in advertisement/website and possess the following:
- a) **Valid E-Mail ID and Mobile No.:** The E-Mail ID and Mobile No. entered in the Online Application Form should remain valid / active until the recruitment process is completed. No change in the E-Mail ID and Mobile No. will be allowed once submitted. The candidate himself/herself will be responsible for wrong or expired E-Mail ID & Mobile No.
 - b) **PHOTOGRAPH:** One recent coloured passport size photograph preferably with white background, not more than three months old is to be **SCANNED AND UPLOADED** in the space earmarked in the Online Application Form. Size of the file for photograph should be between 20kb-40kb.

c) **SIGNATURE:** Signature (in Black ink) against white background is to be SCANNED and UPLOADED in the space earmarked in the Online Application Form and as per the guidelines given on website. Candidates must ensure that the signatures are identical throughout the Recruitment process at all stages and/or places. If any variation is found between the signatures, the candidature is liable to be cancelled. Candidate is advised to confirm his/her uploaded signature is clearly visible/identifiable at the appropriate place. Size of file should be between 10kb-20kb.

d) **CERTIFICATE FOR EXEMPTION OF APPLICATION FEE:** SC/ST/PWD/Women/Ex-servicemen or Serving Defence Personnel Candidates who are seeking fee Exemption must upload the relevant document/certificate as a proof for Exemption from application Fee. Women Candidates are required to upload any certificate mentioning the gender and/or photograph like School/High-School Certificate/Caste Certificate/College ID Card/Aadhar Card/Voter ID Card/Driving License/Passport etc. Size of scanned file should be between 20kb-60kb.

29. No original Certificates / Documents are required to be sent in connection with the Application unless directed to do so. Candidates may also note that Self-attested Photostat copies of requisite Certificates/Documents shall be required to be sent / uploaded at the designated address / website in case of their shortlisting on the basis of the written Examination / Physical Endurance Test which shall be informed / notified through the designated website www.fciharapply.com. Original certificates will, however, be scrutinized / verified at the time of Document verification stage.

30. Management reserves the right to conduct additional examination / Physical Endurance test or call for any additional documentary evidence in support of eligibility criteria of the applicant.

31. Departmental candidates may note that their candidature is subject to possession of No Objection Certificate" from their employer, which shall be required to be sent / uploaded along with other essential enclosures in case of their shortlisting on the basis of the Written Examination/Physical Endurance Test at the designated address / website, which shall be informed/ notified through the designated website www.fciharapply.com.

32. Issue of Admit Card for the Written Test or PET or shortlisting for Document verification does not confer any right of acceptance of candidature and should not be construed as an acknowledgement of fulfilling the eligibility criteria for the post. It does not give indefeasible right to an individual for employment with FCI.

33. Any attempt to influence the Corporation in any manner would result in disqualification and rejection of candidature immediately.

34. In case of any query on recruitment process, please email at agmpershr.fci@gov.in. No other form of communication shall be entertained. However, pendency of any such query will not effect in extension of scheduled dates of the recruitment process.

35. Appointment of empanelled candidates will be subject to their being found medically fit and the verification of character, antecedents and caste, wherever applicable.

36. The decision of the Corporation in all matters relating to the conduct of examination and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

37. No person shall be eligible for appointment who had previously been dismissed or compulsorily retired from the service of the Corporation or from a Department of a State or the Central Government or from any Public Sector Undertaking.

38. No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.

39. Candidates, except as specified above, applying for the post (Watchman) are required to submit **APPLICATION FEE of Rs. 250/- {Excluding bank charges}** through any one of the following modes of payment:

□ **SBI Internet Banking, other major bank's Internet Banking; Debit/Credit Cards (The additional bank charges for all such transactions is to be borne by the candidates in addition to the Application Fee of Rs. 250/-).**

□ **Cash Payment through e-challan at branches of SBI. {The additional bank charges for Challan Mode is to be borne by the candidates.}**

□ **IT IS IN THE INTEREST OF THE CANDIDATES TO USE ONLINE MODE OTHER THAN THE CHALLAN MODE TO INSTANTLY COMPLETE THE REGISTRATION PROCESS AND GENERATE THE REGISTEREDAPPLICATION FORM.**

40. Steps for Online Application and method of Payment of Application Fee:

Filling up of Application Form is in two parts viz:

PART- I:

a) In Part I, Candidate will have to fill the requisite information like Candidate's Name, Gender, Date of Birth, Category, whether Person with Disability, whether Departmental (FCI) employee, Written Test Centre, Educational Qualification, E-mail Id, Mobile Number, Communication Address, Declaration, etc. On submission of Details, Candidate will be prompted to check the filled details and fill/make corrections if any, otherwise to SUBMIT his/her final data.

b) Photograph, Signature and certificate/document for Exemption of Application fee is to be uploaded as per instructions given on the website in the link "Guidelines for scanning the Photograph, Signature, Certificate/Document". The image file of Photograph, Signature and certificate/document for Exemption of Application fee should be in .JPG or .JPEG format. There will be separate links for uploading Photograph, Signature and Certificate/Document. Click on the respective link "Upload Photograph, Signature and Certificate/Document".

Recent passport size colour photograph, preferably with white background, should be used. Size of the file for photograph should be between 20kb-40kb.

For signature the candidate has to sign on white paper with Black Ink pen. If the candidate's signature on the answer script at the time of the examination and at subsequent stages, if applicable, does not match the scanned signature on the Admit Card/Attendance Sheet, the candidature of the candidate will be disqualified. Size of file should be between 10kb-20kb.

The candidate has to scan and upload the relevant Certificate/Document for Exemption of Application Fee {in case of SC/ST/PWD/Ex-SM (Ex-Servicemen who have already secured employment in civil side under Central Government in Group "C" & "D" posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under EXS category. However, they are eligible for age relaxation only) and Women candidate} in one page only. In case of failure of uploading the relevant certificate/document, the candidature will not be accepted. Size of file should be between 20kb-60kb.

Online Application Form will not be Accepted/Registered unless the candidate uploads his/her photograph, signature and certificate/document (if applicable) as specified.

After uploading, Candidates have to preview the uploaded images. Here the candidate is advised to see that, his/her uploaded photograph is clearly visible/ identifiable in the appropriate row and the specimen signature is also visible in appropriate space. If for any reason uploaded images are not up to the mark, then the candidate can upload these images again by following the same procedure. In no case these spaces should be swapped. If the candidate is satisfied with the uploaded images, he/she may proceed further.

c) Submission of Application:

□ The candidate may review all the filled information before clicking on the declaration.

□ If a candidate finds that all the filled information is correct then he/she can select the declaration and click on final SUBMIT button given on page, otherwise EDIT the information filled by him/her.

For the candidates Exempted from Application Fee:

For SC/ST/PWD/EX-SERVICEMAN (Ex-Serviceman who have already secured employment in civil side under Central Government in Group “C” & “D” posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under Ex-Serviceman category. However, they are eligible for age relaxation only) and Women Candidates only.

□ Once a candidate clicks on SUBMIT button a Registered Application Form will be generated having unique Registration Number. Candidates are advised to take a print of the Registered Application Form for their records and future reference.

□ Candidates exempted from Application fee will get a Registration Number as confirmation after submit. Thus the process for registration of Candidates exempted from Application Fee gets completed. The Registration number along with Date of Birth can be used for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated website (www.fciharapply.com). In case the candidate is not able to take the printout of the Registered Application Form, the candidate can download / access the same by link “Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful (Re-login)” given on the website www.fciharapply.com.

Before submission of the online Application, candidates must see the preview of the filled details so that it can be edited if required. After submission of the Application, no addition / modification will be permitted.

PART-II

For the candidates who have to pay Application Fee:

It is NOT APPLICABLE for SC/ST/PWD/EX-SERVICEMAN (Ex-Serviceman who have already secured employment in civil side under Central Government in Group “C” & “D” posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under Ex-Serviceman category. However, they are eligible for age relaxation only) AND WOMEN CANDIDATES.

Once a candidate clicks on SUBMIT button a page will open having important instructions for payment and a Link to make payment of application fee.

Once a candidate clicks on button of making the payment, the Site will redirect them to SBI Payment Site. There are various options available for payment on SBI site viz. **SBI Internet Banking, other major bank’s Internet Banking; Debit/Credit Cards, SBI Buddys, Cash Payment through e-challan at branches of SBI.**

The candidate should cross check all the details filled in the Online Application, before finally submitting the same, as no correction will be possible later.

Candidates who opt for any Online Mode of Payment like Credit Card, Debit Card or Net banking:

After making the successful Payment they will immediately be redirected to www.fciharapply.com for generation of Registered Application Form. Candidates are advised to take a print of the Registered Application Form for their records and future reference. Thus the process for Registration of candidates who have to pay Application fee gets completed. The Registration number along with Date of Birth can be used for downloading the Admit Card **15 days** prior to the date of examination which shall also be notified in the designated website www.fciharapply.com.

Candidates may please note that unless they make the payment of Application Fee, their application will be treated as INCOMPLETE.

Note: It is in the interest of the candidates to use any Online Mode other than the Challan mode to instantly complete the Registration Process and generate the Registered Application Form. Candidates are advised not to wait till 29.11.2017 to make payment through Challan.

□ **Candidates who opt for Cash mode of Payment I.e. Bank e-Challan:** A challan will be generated in two copies (One Bank’s copy and one Candidate’s copy). After taking a printout of the Bank Challan, a candidate has to go to nearest SBI branch in working days/hours and make the payment on or before

04.12.2017. After making the Payment, a candidate will get a Candidate's copy of Challan duly stamped. Candidates are advised to keep this Candidate's copy of Challan in safe custody for future use. After making the Cash payment, a candidate should visit www.fciharapply.com after a minimum gap of 24 Hours to check his Application status by clicking on the "Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful" given on the website www.fciharapply.com.

If the Payment status is updated successfully, Registered Application form will be generated having unique Registration Number. If Payment status is not updated successfully and if a candidate has already submitted Application Fee by Bank Challan mode, then either he is checking his payment status before 24 hours after making the payment, or his payment details have not been received from Bank. If the candidate has already made the payment by Bank Challan before 24 hours and his details are not available, then he is advised to send the scanned copy of his Challan receipt on mail id: agmpershr.fci@gov.in.

Please note that only after confirmation of the payment, the registration of a candidate shall be treated as **COMPLETED**. Candidates are advised to take a print of the Registered Application Form for their records and future reference. The Registration Number along with Date of Birth can be used for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated website www.fciharapply.com

In-case the candidate is not able to take the printout of the Registered Application Form, the candidate can download / access the same by link "Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful" given on the website www.fciharapply.com.

Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, Postal Stamps, etc., will not be accepted, towards application fee.

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Corporation would accept only attested photocopies of such certificates and not any other attested or true copy.

The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India.

This is to certify that Shri/Shrimati/Kumari* _____ son / daughter of _____ of Village/Town/* in District/Division * _____ of the State/Union Territory* _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes* under: -

- The Constitution (Scheduled Castes) order, 1950 _____
- The Constitution (Scheduled Tribes) order, 1950 _____
- The Constitution (Scheduled Castes) Union Territories order, 1951 * _____ The Constitution (Scheduled Tribes) Union Territories Order, 1951 _____
- As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.
- The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment Act), 1976*
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962 The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@ The Constitution (Pondicherry) Scheduled Castes Order 1964@
- The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @ The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@ The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @ The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
- The Constitution (Sikkim) Scheduled Castes Order 1978@
- The Constitution (Sikkim) Scheduled Tribes Order 1978@
- The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@ The Constitution (SC) orders (Amendment) Act, 1990@
- The Constitution (ST) orders (Amendment) Ordinance 1991@ The Constitution (ST) orders (Second Amendment) Act, 1991@ The Constitution (ST) orders (Amendment) Ordinance 1996
- The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002 The Constitution (Scheduled Caste) Orders (Amendment) Act, 2002

The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati _____ Father / Mother _____ of Shri / Shrimati / Kumari* _____ of village / town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

% 3. Shri / Shrimati/ Kumari and /or * his/ her family ordinarily reside(s) in village / town*

of _____ District/Division* _____ of the State / Union Territory _____

Signature _____
 **Designation _____
 (with seal of office)

Place _____ Date _____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

** **List of authorities empowered to issue Caste/Tribe Certificates:**

- i. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate / Extra-Assistant Commissioner / Taluka Magistrate / Executive Magistrate.
- ii. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- iii. Revenue Officers not below the rank of Tehsildar.
- iv. Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that _____ son / daughter of _____ Of village _____ District / Division _____ In the _____ State _____ belongs to the _____ Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.
- xii) Resolution No.12015/9/2000-BCC dated 6th September, 2001, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.246 dated 6th September, 2001.
- xiii) Resolution No.12011/1/2001-BCC dated 19th June,2003, published in the Gazette of India, Extra Ordinary Part-I, Section- 1, No.151 dated 20th June, 2003.
- xiv) Resolution No.12011/42002-BCC dated 13th January, 2004, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.9 dated 13th January, 2004.
- xv) Resolution No.12011/142004-BCC dated 12th March, 2007, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.67 dated 12th March, 2007.

Shri _____ and/or his family ordinarily reside(s) in _____ the _____ District / Division of _____ the _____ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008.

Dated : _____ **District Magistrate or**

Seal: _____ **Deputy Commissioner etc.**

Note – I:

- a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- b) The authorities competent to issue Caste Certificate are indicated below: -
 - (i) District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar
 - (iv) Sub -Divisional Officer of the area where the candidate and/or his family resides.

Note – II:

The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer

**FORMAT OF CERTIFICATE FOR PERSONS WITH DISABILITIES / PHYSICALLY HANDICAPPED
CANDIDATES NAME & ADDRESS OF THE INSTITUTE / HOSPITAL**

Certificate No. _____ Date _____
DISABILITY CERTIFICATE

This is certified that Shri / Smt. / Kum. _____ son / wife / daughter of Shri _____ age _____ sex _____ identification mark(s) _____ is suffering from permanent disability of following category: -

A) Locomotor or Cerebral Palsy:

- | | |
|--|--|
| (i) BL-Both legs affected but not arms. | |
| (ii) BA-Both arms affected | (a) Impaired reach
(b) Weakness of grip |
| (iii) BLA-Both legs and both arms affected | |
| (iv) OL-One leg affected (right or left) | (a) Impaired reach
(b) Weakness of grip
(c) Ataxic |
| (v) OA-One arm affected | (a) Impaired reach
(b) Weakness of grip
(c) Ataxic |
| (vi) BH-Stiff back and hips (Cannot sit or stoop) | |
| (vii) MW-Muscular weakness and limited physical endurance. | |

Affix here recent color
Photograph showing
the disability duly
attested by the
chairperson of the
Medical Board

B) Blindness or Low Vision:

- (i) B-Blind
(ii) PB-Partially Blind

C) Hearing Impairment:

- (i) D-Deaf
(ii) PD-Partially Deaf

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

- This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of _____ years _____ months. *
- Percentage of disability in his/her case is percent.
- Sh./Smt./Kum. meets the following physical requirements for discharge of his /her duties: -

- | | |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing. | Yes/No |
| (iii) L-can perform work by lifting. | Yes/No |
| (iv) KC-can perform work by kneeling and crouching. | Yes/No |
| (v) B-can perform work by bending. | Yes/No |
| (vi) S-can perform work by sitting | Yes/No |
| (vii) ST-can perform work by standing. | Yes/No |
| (viii) W-can perform work by walking. | Yes/No |
| (ix) SE-can perform work by seeing. | Yes/No |
| (x) H-can perform work by hearing/speaking. | Yes/No |
| (xi) RW-can perform work by reading and writing. | Yes/No |

(Dr. _____)

(Dr. _____)

(Dr. _____)

Member, Medical Board**Member, Medical Board****Chairperson, Medical Board**

**Countersigned by the Medical Superintendent / CMO/Head
of Hospital (with seal)**

*Strike out which is not applicable.

Form of Certificate for serving Defence Personnel

(Please see Explanation II of Point-06 of Reservations and Relaxations of the Notice)

I hereby certify that, according to the information available with me (No.) _____ (Rank)
_____ (Name) is due to complete the specified term of his
engagement with the Armed Forces on the (Date)_____.

Place:

(Signature of Commanding Officer)

Date:

Office Seal:

UNDERTAKING TO BE GIVEN BY THE CANDIDATE COVERED UNDER POINT-06 OF RESERVATIONS AND RELAXATIONS OF THE NOTICE

I understand that, if selected on the basis of recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-Employment in Central Civil Services and Posts rules, 1979, as amended from time to time).

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

I further submit the following information:

- a) Date of appointment in Armed Forces _____
- b) Date of discharge _____
- c) Length of service in Armed Forces _____
- d) My last Unit/Corps _____

Place:

Date:

(Signature of the Candidate)

FORMAT OF AFFIDAVIT

(On non-judicial stamp paper of worth Rs.50/-)

I, _____ (DOB: _____) S/o. Shri _____ do hereby solemnly affirms and declare as under: -

1. I am having permanent residence at _____.
2. My Aadhaar No./Voter Card No. is _____. A copy of Aadhar Card/Voter Card indicating the above declared permanent residence is enclosed.
3. I have worked in FCI Haryana Region at FSD/DO/RO-----from----- to -----
-----as-----.
4. I am one of the petitioners in case No._____ of _____ before the Hon'ble Court-----/High Court-----
----- / Supreme Court for seeking relief in view of the termination of services as contractual security guards.
5. A copy of memo of parties in respect of above declared case duly Notarized is attached.
6. I do hereby declare that if anything is found false at a later date, my candidature shall be summarily cancelled and my services shall be terminated forthwith immediately at any point of time, even after selection in FCI without giving any prior notice. Further, I would be proceeded with criminal prosecution as per the law.

Dated:

DEPONENT

PLACE:

VERIFICATION:

Verified that the contents of above said affidavit are true and correct to the best of my knowledge and belief. Nothing has been concealed therein.

Dated:

DEPONENT

PLACE: