



FOOD CORPORATION OF INDIA
Advt. No. 5/2015 - FCI Category - I

The Food Corporation of India (FCI), one of the largest Public Sector Undertakings, dealing with food grain supply-chain management, intends to recruit **Assistant General Manager (General Administration, Accounts, Law) and Medical Officer** for manning Category- I posts. Only **ONLINE APPLICATIONS** are invited from eligible candidates who fulfill the prescribed qualifications, age and experience etc. for the posts indicated below:-

PROJECTED VACANCIES:

The total number of vacancies may vary as per administrative exigencies and at the discretion of FCI management.

Name of the post	POST CODE	Scale of Pay (IDA pattern)	Maximum Age limit as on 1.8. 2015	SC	ST	OBC	UR	Total	PWD (PH)
Assistant General Manager (General Administration.)	A	20600-46500	30	-	01	02	01	04	-
Assistant General Manager (Accounts)	B	20600-46500	28	02	-	04	05	11	01 HH (PD,D)
Assistant General Manager (Law)	C	20600-46500	33	01	01	03	-	05	-
Medical Officer	D	20600-46500	35	-	-	01	01	02	-
Total				03	02	10	07	22	

Online registration from **14/07/2015 to 14/08/2015**.

Date of Written Test will be announced later. Candidates may keep in touch through the website www.fcijobsportal.com.

UR – Unreserved; SC – Scheduled Caste; ST – Scheduled Tribe; OBC – Other Backward Class; PWD/ PH – Persons With Disabilities/ Physically Handicapped.

Horizontal Reservation has been given to PWD / PH category.

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. VH-Visually Handicapped, HH-Hearing Handicapped, OH-Orthopaedically Handicapped.

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

Sl. No.	Posts identified	Category of disability identified for the Post		
		VH	HH	OH
1.	Assistant General Manager (General Administration.)	B, LV	PD	OL, BL, OA
2.	Assistant General Manager (Accounts)	-	PD,D	BH, OL, OA
3.	Assistant General Manager (Law)	B,LV(mobility not to be restricted)	PD,D	OA, (mobility not to be restricted)
4.	Medical Officer	-	-	OL, OA (Non surgical jobs only)

Legends:

1. LV - Low Vision
2. PD - Partially Deaf
3. OL - One Leg Affected (R and/or L)
4. OA - One Arm Affected (R or L)
5. D -Deaf
6. B - Blind
7. BL - Both Legs Affected but not arms
8. BH – Stiff Back & Hips (cannot sit or stoop)

QUALIFICATION AND EXPERINCE AS ON 01/08/2015

Assistant General Manager (General Administration) (Post Code: A)

- i) Post Graduate degree or equivalent from a recognized University/ Institutes recognized by Central Govt. (or body authorised by it) with minimum 55% marks; or
- ii) ACA / AICWA / ACS; or
- iii) Bachelor's Degree in Law, or 5 years Integrated Course in Law, from recognized University with minimum 55% marks.

NOTE: In case of SC/ST/PH candidates, the minimum percentage of marks shall be 50% instead of 55%.

Assistant General Manager (Accounts) (Post Code: B)

Associate membership of

- (a) The Institute of Chartered Accountants of India; or
- (b) The Institute of Cost Accountants of India ; or
- (c) The Institute of Company Secretaries of India

Assistant General Manager (Law) (Post Code: C)

Full time Degree in Law from a recognized University/Institute; and

EXPERIENCE:

Minimum 5 years' experience as a practicing Lawyer in Civil matters representing his clients in at least 3 cases in every year or 5 years' experience as a Law Officer in Central Government/ State Government/ Central Government PSU/ State Government PSU in the IDA scale of Rs.16400-40500 or CDA scale of Rs. 9300-34800 (Grade Pay 5400) (or corresponding in pre-revised scales).

NOTE:

1. Combination of experience as Lawyer and Law officer is permitted for determining the eligibility.
2. The experience as Lawyer is to be evidenced by Enrolment Certificate as an Advocate along with certified copies of Vakalatnama filed by the candidate in at least 3 cases in each year of the qualifying experience.
3. Candidates working as Law Officer are required to furnish certificate of experience alongwith Pay Scale specifying the Basic pay in the service in Central Government/ State Government/ Central Government PSU/ State Government PSU for the relevant period, apart from proof of Educational qualification, age etc.

Medical Officer (Post Code: D)

M.B.B.S. (Registered and completed the prescribed House Surgery) (either completed the Internship in 1962 or undergone Internment and a compulsory Surgency for a period of one year. Rotary House Surgency for one year).

Experience: 3 years experience in any organized Medical Institution, preferably in a labour Organization.

Experience as House Surgeon/Resident Doctor while pursuing MD Course would reckon as experience provided it is acquired after completing Internship.

NOTE:

- I. **CANDIDATES CAN APPLY ONLY FOR ANY ONE OF THE POST CODE A, B, C AND D.**
- II. **CANDIDATES ARE REQUIRED TO SUBMIT THE ONLINE APPLICATION FORM ONLY ONCE.**
- III. If the qualification possessed by the candidate is equivalent, then the equivalency certificate by the relevant authority must be in possession of the candidate on or before 14.08.2015, which is required to be sent / uploaded along with other essential enclosures in case of their shortlisting on the basis of the Written Test at the designated Address /website which shall be informed / notified through the designated website (www.fcijobsportal.com).

- IV. No printed / hard copy of the filled Application Form or any other supporting documents is to be sent before shortlisting based on Written Test unless asked to submit specifically.

RESERVATION AND RELAXATIONS:

1. The prescribed qualifications, experience and the age limit shall be reckoned as on **01/08/2015**. The maximum age limit can be relaxed by 5 years in case of SC/ST candidates and 3 years for OBC candidates.
2. There will not be any upper age limit in case of departmental (FCI) employee.
3. The upper age limit is relaxed by 10 years for PWD / PH candidates, 15 years for PWD / PH candidates belonging to SC/ST and 13 yrs for PWD / PH candidates belonging to OBC.
4. The aforesaid reservation is not applicable to OBC candidates falling within the creamy layer.
5. Age is 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. The Ex-Servicemen and Commissioned Officers including Emergency Commissioned Officers (ECOs) or Short-Service Commissioned Officers (SSCOs) who have rendered at least five years military services as on 01st August, 2015 and have been released :-
 - (i) On completion of assignment (including those whose assignment is due to be completed within one year from 01st August, 2015) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
 - (ii) On account of physical disability attributable to military service or on invalidment, shall be allowed maximum relaxation of five years in the upper age limit.
7. SC, ST, OBC and PWD (PH) candidates, who are selected on their own merit without relaxed standards, alongwith candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC and PWD (PH) candidates will be accommodated against the general/unreserved vacancies in the post as per their position in the overall Merit List or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, and PWD (PH) candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment by relaxed standard.

A person with physical disability (OH/HH/VH) who qualifies the examination under General standards can be appointed against an unreserved vacancy provided the post is identified suitable for person with disability of relevant category.

SELECTION PROCESS:

The selection process will be consisting of Written Test (WT) and Interview (I). The Written Test for Assistant General Manager (General Administration) will consist of 250 multiple choice questions on General Aptitude consisting of Reasoning, Data Analysis, Numerical Ability, Computer Awareness, General Awareness, Management and Current Affairs. The Written Test for Assistant General Manager (Accounts, Law) and Medical Officer will consist of 250 multiple choice questions on General Aptitude consisting of Reasoning, Data Analysis, Numerical Ability, Computer Awareness, General Awareness, Management and Current Affairs and relevant technical discipline. Majority of the question for Assistant General Manager (Accounts, Law) and Medical Officer will be from the relevant technical discipline. The duration of Written Test is 3:00 Hrs. On qualifying the Written Test, the Interview will be held for short-listed candidates. The weightage assigned to Written Test & Interview will be in the ratio of 87.5:12.5, respectively.

NOTE:

Candidates are to be shortlisted for Interview on criteria of 50% marks in Written Test for unreserved categories and 45% marks for all reserved categories including Persons with Disabilities. The number of candidates to be called for Interview shall generally be five times and minimum three times the number of vacancies on the basis of merit in the Written Test from amongst the qualified candidates cadre wise / category wise. A 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.

The Question Paper for Written Test will be bilingual i.e. in English and Hindi.

Visually Handicapped (VH- B, LV) candidates with visual disabilities of 40% (forty percent) or above can avail the assistance of a Scribe in the Written Test. Question Papers and Answer Sheets will not be provided in Braille. Compensatory time shall also be provided to the VH candidates as per extant instructions. The said assistance shall be provided subject to such request being made in the Application Form.

No attendant of VH/Cerebral Palsy candidates will be allowed inside the examination premises. Persons with visual Disability of less than 40% (forty percent) will not be considered as visually handicapped persons and will not be eligible for assistance of a Scribe.

One eyed candidates and partially blind candidates who are able to read the normal Question Paper set for all the candidates with or without magnifying glass and who wish to write / indicate the answer with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own magnifying glass.

IMPORTANT INFORMATION / INSTRUCTIONS:

- 1. CANDIDATES CAN APPLY ONLY FOR ANY ONE OF THE POST CODE A, B, C AND D.** If it is found at any stage that a candidate has applied for multiple Post Code his/her candidature shall be summarily cancelled.
- 2. No other Qualification and experience other than expressly mentioned in the Qualification and experience Criteria would be accepted.**
- 3. The Admit Card for the Written Test indicating the time and venue of examination for each candidate can be downloaded from www.fcijobsportal.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 fciquery01@fcijobsportal.com. Even then if the grievances are not addressed, the candidates may contact in person to FCI Headquarters with proof of online submission of**

Application Form for generating Admit Card online. Intimation about shortlisted candidates for Interview will be uploaded on website for which candidates may keep in touch through the website www.fcijobsportal.com. A 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.

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 Managing Director.

- 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) All the posts carry IDA pattern pay scales and usual allowances such as fringe benefits, HRA, Leave Travel facilities etc. These scales carry DA on percentage basis. Gross emoluments would vary depending upon place of posting.
- 4) Employees of the Central / State Govt. / Public Sector Undertakings and departmental candidates should 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 employer** on or before the closing date which shall be required to be sent / uploaded along with other essential enclosures in case of their shortlisting on the basis of the Written Test at the designated Address / website which shall be informed / notified through the designated website (www.fcijobsportal.com).
- 5) Candidates are not permitted to use calculator and other electronic gadgets except as specified in the Advertisement. They should not, therefore, bring the same inside the examination premises/venue.
- 6) **All papers in the Written Examination will consist of Objective Type Multiple Choice Questions.** 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 is 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, Registration 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, LTI etc. in the space meant for the purpose will not be evaluated and awarded Zero marks. 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.

- 7) All Multiple Choice Questions carry equal 1 marks. There will be no negative marking.
- 8) Discrepancies in question paper should be brought to the notice in feedback@fcijobsportal.com within 15 days of holding the examination. Representation submitted thereafter will not be entertained.
- 9) 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.
- 10) 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.
- 11) It is mandatory for all the candidates to upload their Photograph and Signatures as specified without any exception.
- 12) Formats prescribed for furnishing SC/ST, OBC & PWD/PH certificates are appended at Annexures A, B & C respectively. Candidates may note that these Certificates/Documents is required to be sent / uploaded along with other essential enclosures in case of their shortlisting on the basis of the Written Examination at the designated address / website which shall be informed / notified through the designated website www.fcijobsportal.com SC/ST/PWD/PH Candidates who are seeking Fee Exemption must upload the relevant document / certificates as stated above as a proof for Exemption from Application Fee. Female Candidates are required to upload any certificate mentioning the gender and/or photograph like 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 at this stage.
- 13) A candidate should select any one of the examination centres while filling the Online Application Form.
- 14) Examination Centres are as under:

NORTH	SOUTH	WEST	EAST	NORTH-EAST
Jammu	Bangalore	Ahmedabad	Kolkata	Guwahati
Dehradun	Chennai	Bhopal	Patna	Shillong
Shimla	Hyderabad	Mumbai	Bhubaneshwar	Dimapur
Jaipur	Thiruvananthapuram	Raipur	Ranchi	Suryamaninagar
New Delhi				
Lucknow				
Chandigarh				
Srinagar				

- 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 in a particular post, the candidate who has scored higher marks in the Written Test will be placed above the other candidate. If the tie still persists, 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 Interview for any post without fulfilment of eligibility conditions will not confer any claim to the candidate for final selection for the post.
- 20) Candidates should comply with additional instructions of FCI, if any.
- 21) Filling up of these 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) After selection of candidates, the candidates may be posted anywhere in the country in the interest of the Corporation. The Region-wise detail for each Zone is as follows:

NORTH ZONE: 1. Delhi Region, 2. Haryana Region, 3. Punjab Region (includes the Union Territory of Chandigarh), 4. Himachal Pradesh Region, 5. J&K Region, 6. Rajasthan Region, 7. Uttar Pradesh Region, 8. Uttarakhand Region.

SOUTH ZONE: 1. Andhra Pradesh Region (includes Union Territory of Andaman and Nicobar Islands), 2. Karnataka Region (includes Union Territory of Lakshadweep), 3. Kerala Region, 4. Tamil Nadu Region (includes Union Territory of Puducherry), 5. Telangana.

EAST ZONE: 1. Bihar Region, 2. Jharkhand Region, 3. Odisha Region, 4. West Bengal Region (includes the State of Sikkim).

WEST ZONE: 1. Maharashtra Region (includes the State of Goa), 2. Madhya Pradesh Region, 3. Chhattisgarh Region, 4. Gujarat Region (includes the Union Territory of Daman & Diu and Dadra & Nagar Haveli).

NORTH- EAST ZONE: 1. Arunachal Pradesh Region, 2. Assam Region, 3. Nagaland & Manipur Region, 4. NEF Region (includes the State of Mizoram, Tripura and Meghalaya).

- 25) No TA will be provided for the Written Test. However, candidates will be given 2nd class Rail fare or ordinary bus fare "to and fro" by the shortest route, subject to production of railway ticket/bus ticket for attending the Interview.
- 26) Candidate must ensure to have fulfilled all the eligibility criteria, viz., age, qualification & experience, etc. as on **01.08.2015**. Candidates should satisfy themselves that they fulfill the required qualification, age & experience 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) Issue of Admit Card for the Written Test & calling for Interview does not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria. It does not give indefeasible right to an individual for employment with FCI.

- 28) Candidates, who fulfill all the eligibility criteria, will be issued Offer of Appointment as per merit list and as per vacancies.
- 29) 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 Blue / 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/PH Candidates who are seeking Fee Exemption must upload the relevant document/certificate as stated above as a proof for Exemption from Application Fee. Female Candidates are required to upload any certificate mentioning the gender and/or photograph like 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.
- 30) 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 written Examination which shall be informed / notified through the designated website www.fcijobsportal.com. Original certificates will, however, be scrutinized / verified at the time of Interview.
- 31) At the time of the Interview, if a candidate is unable to produce all the original documents due to whatsoever reason, his candidature would be rejected. Under no circumstances additional time would be provided. Thus only those candidates are advised to apply who can produce all the relevant documents in original at the time of Interview itself.
- 32) Management reserves the right to conduct additional examination /skill test or call for any additional documentary evidence in support of educational qualification & experience of the applicant.
- 33) 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 at the designated address / website, which shall be informed/ notified through

the designated website www.fcijobsportal.com.

- 34) Any attempt to influence the Corporation in any manner would result in disqualification and rejection of candidature immediately.
- 35) In case of any clarification on recruitment process, please email at fciquery01@fcijobsportal.com. 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.
- 36) Appointment of empanelled candidates will be subject to their being found medically fit and the verification of character, antecedents and caste, wherever applicable.
- 37) 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.
- 38) 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.
- 39) No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.
- 40) SC/ST/PWD (PH) and Women candidates are exempted from payment of Application Fee, subject to uploading of Caste/Disability Certificate from Appropriate Authority in support of his/her claim.
- 41) Candidates except as specified above, applying for **ANY ONE** of the **Post Code A, B, C and D** are required to submit Application Fee of **Rs.600/-**. {**Excluding bank charges but including service tax as applicable. Service Tax Code (Registration Number) – AAACF0365NST099**} 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 around Rs 20/- (which may vary) and is to be borne by the candidates in addition to the Application Fee of Rs. 600/-**). The last date for making the Payment of Application Fee through this mode is **21.08.2015**.
 - Cash Payment through e-challan at branches of SBI. {**The additional bank charges for Challan Mode is Rs. 60/- , and is to be borne by the candidates. Thus the total Application Fee in this mode is Rs. 660/- (including bank charges and service tax as applicable)**}. The last date for generation of Bank e-Challan is **14.08.2015**, and last date for making the Payment of Application Fee by e-Challan is **21.08.2015**.

IT IS IN THE INTEREST OF THE CANDIDATES TO USE ONLINE MODE TO INSTANTLY COMPLETE THE REGISTRATION PROCESS AND GENERATE THE REGISTERED APPLICATION FORM.

42) Steps for Applying 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, Post applied for, Educational Qualification, E-mail Id, Mobile Number, Experience, 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 up-loaded 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 3 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, must be used. Size of the file for photograph should be between 20kb-40kb.

For signature, the candidate has to sign on white paper with BLUE / 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(PH) and Female 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 ensure 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 checkbox.
- If a candidate finds that all the filled information are correct then he/she can select the declaration checkbox and click on final SUBMIT button given on page, otherwise EDIT the information filled by him/her.

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.

For the candidates (SC/ST/PWD and Female) Exempted from Application Fee:

- 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 through SMS and/or E-mail, which can be used along with combination of Date of Birth to print the Registered Application Form. Thus the process for registration of Candidates exempted from Application Fee gets completed. The Registration number along with Date of Birth can also be used for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated website i.e. www.fcijobsportal.com. In case the candidate is not able to take the printout of the Registered Application Form and also does not receive SMS and/or Email indicating Registration Number, the candidate can download / access the same by link "Click here to Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful (Relogin)" given on the website i.e. www.fcijobsportal.com.

PART-II

For the candidates who have to pay Application Fee:

It is NOT APPLICABLE for SC/ST/PWD and FEMALE Candidates.

- Once a candidate clicks on SUBMIT button a page will open having some important instructions for payment, a Payment Reference Number and a Link to make payment of Application Fee. Candidates may please note that unless they make the payment of Application Fee, their application will be treated as **INCOMPLETE**. Candidates who want to pay at later stage can use this Payment Reference Number for re-login and making the payment in order to complete his Registration.

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, Cash Payment through e-challan at branches of SBI.**

- **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.fcijobsportal.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 also be used for downloading the Admit Card **15 days** prior to the date of examination which shall also be notified in the designated website i.e. www.fcijobsportal.com.

Note: It is in the interest of the candidates to use any Online Mode other than the bank e-Challan mode to instantly complete the Registration Process and generate the Registered Application Form. Candidates are advised not to wait till **21.08.2015** to make payment through bank e-Challan. Further the Bank /transaction charges for e-Challan mode is Rs.

60/- in addition to the Application Fee of Rs. 600/- and is to be borne by the candidates.

Candidates who opt to pay the Application Fee through Bank e-Challan mode: A challan will be generated in two copies (One Bank's copy and one Candidate's copy). After taking a printout of the Bank e-Challan, a candidate has to go to nearest SBI branch in working days/ hours and make the payment on or before **21.08.2015**. After making the Payment, a candidate will get a Candidate's copy of Challan duly stamped along with Journal Number. 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.fcijobsportal.com. after a minimum gap of 24 Hours to check his payment status by clicking on the "Click here to Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful (Relogin)" given on the website www.fcijobsportal.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 e-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: fciquery01@fcijobsportal.com., clearly mentioning Payment Reference Number and Journal Number.

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 also be used for taking a print of Registered Application Form and also for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated website i.e. www.fcijobsportal.com.

In case the candidate is not able to take the printout of the Registered Application Form and also does not receive SMS and/or Email indicating Registration Number, the candidate can download / access the same by link "Click here to Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful (Relogin)" given on the website i.e. www.fcijobsportal.com.

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

TENTATIVE SCHEDULE

1.	Submission of Online Application form will commence from	14.07.2015 from 10:00 Hrs(IST)
2.	Application Fee to be Paid: Rs.600/- (Excluding bank charges but including service tax as applicable)	<ul style="list-style-type: none">• The last date for making the Payment of Application Fee through SBI Internet Banking/ other major bank's Internet Banking/ Debit/Credit Cards: 21.08.2015.• The last date for generating the Bank e-Challan: 14.08.2015.• The last date for making the Payment of Application Fee by e-Challan at branches of SBI: 21.08.2015.
3.	Last Date for Online Application	14.08.2015 till 23:59Hrs.(IST)
4.	Availability of Admit Cards on website	<ul style="list-style-type: none">• 15 days prior to announced date of examination
5.	Date of Written Test	<ul style="list-style-type: none">• Will be announced in website www.fcijobsportal.com.

Note: Corrigendum or Addendum to this advertisement, if any, shall be published only on the website www.fcweb.nic.in ; www.fcijobsportal.com. Candidates may keep in touch through the website i.e. www.fcijobsportal.com. for regular updates.

The Online registration will remain active from 14.07.2015.10:00 Hrs to 14.08.2015, 23:59Hrs only. Candidates who have generated their Payment Reference Number till 14.08.2015 should make all-out effort to make the payment by 14.08.2015. Somehow if the candidates are not able to make their payment within 14.08.2015 in that case they will be allowed to make payment within 21.08.2015 only. IN ORDER TO AVOID 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. EVEN IF THE CANDIDATE HAS SUBMITTED HIS DATA BUT HAS NOT SUBMITTED THE APPLICATION FEE, IF APPLICABLE, HIS REGISTRATION PROCESS WILL NOT BE COMPLETED.

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 Order1989@
- 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 of _____

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.

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

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____. * Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. 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 O.M. No. 36012/22/93 – Estt.(SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*-The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** -As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

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)

2. 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.*
3. Percentage of disability in his/her case is percent.
4. 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. _____)
Member, Medical Board

(Dr. _____)
Member, Medical Board

(Dr. _____)
Chairperson, Medical Board

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

*Strike out which is not applicable.