



FOOD CORPORATION OF INDIA

Advt.No.3/2015-FCI Category-III

ZONE-WISE RECRUITMENT FOR JUNIOR ENGINEER (JE) (CIVIL ENGINEERING / ELECTRICAL ENGINEERING / MECHANICAL ENGINEERING), ASSISTANT GRADE-II (AG II) (HINDI), TYPIST (HINDI) AND ASSISTANT GRADE-III (AG III) (GENERAL / ACCOUNTS / TECHNICAL / DEPOT)

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 **Junior Engineer (JE) (Civil Engineering / Electrical Engineering / Mechanical Engineering), Assistant Grade-II (Hindi), Typist (Hindi) and Assistant Grade-III (General / Accounts / Technical / Depot)** for manning posts in its Depots and Offices spread all over the Country. Only **ONLINE APPLICATIONS** are invited from eligible candidates who fulfill the prescribed qualifications, age, experience etc. for the posts indicated below:-

ZONE-WISE AND POST-WISE PROJECTED VACANCIES:

The total number of vacancies may vary as per administrative exigencies and at the discretion of FCI management. All those vacancies which remain unfilled during previous recruitment will also be added up in the current vacancies which could not be estimated at this point in time:-

North Zone										
Post	Post Code	Scale of Pay (IDA Pattern)	Maximum Age limit as on 01/01/2015	SC	ST	OBC	PWD	Ex-Service-man	UR	Total
J.E. (Civil Engineering)	A	11100-29950	28	3	0	5	1-OH (OA,OL,BL)	3	17	25
J.E. (Electrical Engineering)	B	11100-29950	28	0	0	0	0	1	6	6
J.E.(Mechanical Engineering)	C	11100-29950	28	0	0	0	0	0	3	3
AG-II (Hindi)	D	9900 – 25530	28	4	0	4	1- VH (B, LV)	2	10	18
Typist (Hindi)	E	9300 – 22940	25	0	0	3	1-OH (OL, BL), 1-HH (PD, D)	5	31	34
AG-III (General)	F	9300 – 22940	27	63	17	92	4-VH (B, LV), 1- HH (PD, D), 3-OH (OA, OL, BL)	48	162	334
AG-III (Accounts)	G	9300 – 22940	27	18	2	24	3-OH (OL), 5-HH (PD,D)	12	43	87

AG-III (Technical)	H	9300 – 22940	27	212	3	63	46-OH (OA, BL, OL)	86	319	597
AG-III (Depot)	I	9300 – 22940	27	118	18	131	12-VH(LV), 1-HH (PD, D), 4-OH (OL)	86	331	598

South Zone										
Post	Post Code	Scale of Pay (IDA Pattern)	Maximum Age limit as on 01/01/2015	SC	ST	OBC	PWD	Ex-Service-man	UR	Total
J.E. (Civil Engineering)	A	11100-29950	28	0	0	2	0	0	8	10
J.E. (Electrical Engineering)	B	11100-29950	28	0	0	0	0	0	3	3
AG II (Hindi)	D	9900 – 25530	28	2	1	2	0	1	3	8
Typist (Hindi)	E	9300 – 22940	25	4	2	6	1-VH (LV)	3	11	23
AG-III (General)	F	9300 – 22940	27	16	5	28	2-VH (1-LV, 1-B), 1-HH (1-PD), 1-OH (OA)	18	76	125
AG-III (Accounts)	G	9300 – 22940	27	21	6	31	2-HH (PD), 2-OH (OL)	17	64	122
AG-III (Technical)	H	9300 – 22940	27	25	14	4	11-OH (5-OL, 6-OA)	51	310	353
AG-III (Depot)	I	9300 – 22940	27	74	21	124	5-VH (LV), 6-OH (OL), 6-HH (3-PD, 3-D)	80	331	550

East Zone										
Post	Post Code	Scale of Pay (IDA Pattern)	Maximum Age limit as on 01/01/2015	SC	ST	OBC	PWD	Ex-Service-man	UR	Total
J.E.(Civil Engineering)	A	11100-29950	28	0	0	1	1-OH (OA, OL, BL)	0	5	6
J.E.(Electrical Engineering)	B	11100-29950	28	0	0	0	0	0	1	1
J.E.(Mechanical Engineering)	C	11100-29950	28	0	0	0	0	0	1	1
AG-II (Hindi)	D	9900 – 25530	28	1	1	0	0	0	5	7
Typist (Hindi)	E	9300 – 22940	25	2	1	0	0	2	20	23
AG-III (General)	F	9300 – 22940	27	26	12	16	3-VH (B, LV), 1-HH (PD, D), 2-OH (OA, OL, BL)	18	75	129
AG-III (Accounts)	G	9300 – 22940	27	7	8	1	1-HH (PD,D)	4	14	30
AG-III (Technical)	H	9300 – 22940	27	1	14	0	1-OH (OA, BL, OL)	2	0	15
AG-III (Depot)	I	9300 – 22940	27	31	19	65	4-VH (LV), 3-HH (PD, D), 3-OH (OL)	37	146	261

West Zone										
Post	Post Code	Scale of Pay (IDA Pattern)	Maximum Age limit as on 01/01/2015	SC	ST	OBC	PWD	Ex-Service-man	UR	Total
J.E. (Civil Engineering)	A	11100-29950	28	0	0	0	1-OH (OA,OL,BL)	0	8	8
J.E. (Electrical Engineering)	B	11100-29950	28	0	0	0	0	0	2	2

J.E.(Mechanical Engineering)	C	11100-29950	28	0	0	0	0	0	1	1
AG-II (Hindi)	D	9900 – 25530	28	0	0	0	1-VH (B,LV)	0	11	11
Typist (Hindi)	E	9300 – 22940	25	0	0	0	1-VH (B,LV)	0	8	8
AG-III (General)	F	9300 – 22940	27	6	16	14	1-VH (B, LV), 2-HH (PD,D)	10	51	87
AG-III (Accounts)	G	9300 – 22940	27	4	4	1	0	0	20	29
AG-III (Technical)	H	9300 – 22940	27	27	109	33	15-OH (OA,BL,OL)	62	221	390
AG-III (Depot)	I	9300 – 22940	27	26	41	42	1-OH (OL), 2-VH (LV)	12	134	243

North East Zone										
Post	Post Code	Scale of Pay (IDA Pattern)	Maximum Age limit as on 01/01/2015	SC	ST	OBC	PWD	Ex-Service-man	UR	Total
J.E. (Civil Engineering)	A	11100-29950	28	1	2	4	0	2	10	17
J.E. (Electrical Engineering)	B	11100-29950	28	0	0	1	0	0	3	4
J.E.(Mechanical Engineering)	C	11100-29950	28	0	0	0	0	0	1	1
AG-II (Hindi)	D	9900 – 25530	28	1	0	1	0	1	8	10
Typist (Hindi)	E	9300 – 22940	25	0	1	2	0	2	9	12
AG-III (General)	F	9300 – 22940	27	1	10	2	0	3	11	24
AG-III (Accounts)	G	9300 – 22940	27	2	7	2	0	12	17	28
AG-III (Technical)	H	9300 – 22940	27	4	16	2	2- OH (OA,BL,OL)	21	52	74

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 / 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. 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.	Junior Engineer (Civil Engineering)	-	-	OA, OL, BL
2.	Junior Engineer (Electrical Engineering)	-	-	-
3.	Junior Engineer (Mechanical Engineering)	-	-	-
4.	AG-II (Hindi)	B, LV	-	OL, BL, BA
5.	Typist (Hindi)	B, LV	PD, D	OL, BL
6.	AG-III (General)	B, LV	PD, D	OA, OL, BL
7.	AG-III (Accounts)	-	PD, D	OL
8.	AG-III (Technical)	-	-	OA, OL, BL
9.	AG-III (Depot)	LV	PD, D	OL

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. BA - Both Arms Affected – (a) impaired (b) weakness of grip

QUALIFICATION / EXPERIENCE AS ON 01/01/2015:

POST	POST CODE	Qualifications / Experience
J.E. (Civil Engineering)	A	Degree in Civil Engineering or Diploma in Civil Engineering with one year experience.

J.E. (Electrical Engineering)	B	Degree in Electrical Engineering or Diploma in Electrical Engineering with one year experience in the case of Diploma holders only.
J.E. (Mechanical Engineering)	C	Degree in Mechanical Engineering or Diploma in Mechanical Engineering with one year experience in the case of Diploma holders.
AG-II (Hindi)	D	<p>Essential:</p> <ol style="list-style-type: none"> 1. Degree of a recognized University with Hindi as the main subject. 2. Proficiency in English. 3. One year experience of translation from English to Hindi and vice-versa. <p>Desirable:- Post Graduate qualification in Hindi.</p>
Typist (Hindi)	E	<ol style="list-style-type: none"> (1) Graduation or equivalent. (2) 30 W.P.M speed in Hindi Typing. (3) Preference will be given to the candidates knowing by-lingual typing (English and Hindi) and Computer knowledge.
AG-III (General)	F	Graduate Degree in any discipline from a recognized University with proficiency in use of computers.
AG-III (Accounts)	G	Bachelor of Commerce from a recognized University with proficiency in use of computers.
AG-III (Technical)	H	<ol style="list-style-type: none"> 1. B.Sc. in Agriculture from a recognized University. Or B.Sc. with any of the following subject from a recognized University: Botany / Zoology / Bio-Technology / Bio-Chemistry / Microbiology / Food Science. Or B. Tech / BE in Food Science / Food Science and Technology / Agricultural Engineering / Bio-Technology from a recognized University / an institution approved by AICTE. 2. Proficiency in use of computers.
AG-III (Depot)	I	Graduate Degree in any discipline from a recognized University with proficiency in use of computers.

NOTE-

- CANDIDATES CAN APPLY ONLY IN ONE ZONE EITHER NORTH ZONE OR SOUTH ZONE OR EAST ZONE OR WEST ZONE OR NORTH EAST ZONE.**
- CANDIDATES CAN APPLY ONLY FOR ANY ONE OF THE POST CODE A, B, C, D, E, F, G, H AND I (WITHIN THE ZONE).**
- If the qualification possessed by the candidate is equivalent, then the equivalency certificate by the relevant authority be enclosed.
- No printed / hard copy of the filled Application Form or any other supporting documents is to be sent before shortlisting based on Written Test and / or Skill Test unless asked to submit specifically.

RESERVATION AND RELAXATIONS:

1. The prescribed qualifications, experience, age limit, etc. shall be reckoned as on **01/01/2015**. 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 years for PWD / PH candidates belonging to OBC.
4. The aforesaid reservation and relaxation 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 Kashmir Division 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 in Kashmir Division 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 Kashmir Division of 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 **01/01/2015** 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 (8 years in case of SC/ST; 6 years in case of OBC Candidates).

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 Physically Handicapped (OH/HH/VH) category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications , in written examinations, 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.

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:-
- Pension holders for continuous embodied service,
 - Persons with disability attributable to military service; and
 - 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 upto 35 years, 38 Years and 40 Years for Unreserved, OBC and SC/ST respectively.

SELECTION PROCESS:

PATTERN OF WRITTEN TEST

The WRITTEN TEST will comprise of

One Paper : Paper-I only for Post Code F {AG-III(General)} and Post Code I {AG-III(Depot)}
Paper- III only for Post Code E {Typist (Hindi)}

Two Papers: Paper I and Paper II for the Post Code A {JUNIOR ENGINEER (CIVIL ENGINEERING)}, Post Code B {JUNIOR ENGINEER (ELECTRICAL ENGINEERING)}, Post Code C {JUNIOR ENGINEER (MECHANICAL ENGINEERING)}, Post Code G {AG-III (Accounts)} & Post Code H {AG-III (Technical)}.
Paper III and Paper IV for Post Code D {AG II (Hindi)}.

The Paper-I is common for post code A, B, C, F, G, H and I. Candidates applying for any ONE of the post code A, B, C, G and H will appear in Paper-I to be followed by Paper-II. Candidates applying for Post code D will appear in Paper-III to be followed by Paper-IV.

Note: WRITTEN TEST for Paper - I & Paper - II and Paper – III & Paper IV shall be held in single sitting only.

Paper-I (Duration-90 Minutes) :

120 Multiple Choice Questions of General Aptitude consisting of Reasoning, Data Analysis, English Language, Computer Proficiency, General Awareness, General Intelligence, Current Events, Numerical Ability, Data Interpretation for the Post Code A {Junior Engineer (Civil Engineering)}, B {Junior Engineer (Electrical Engineering)}, C {Junior Engineer (Mechanical Engineering)}, F {AG-III (General)}, G {AG-III (Accounts)}, H{AG - III (Technical)} & I { AG-III (Depot)}.

Paper-II (Duration-90 minutes) :

- i. 120 Multiple Choice Questions on Civil Engineering, Electrical Engineering and Mechanical Engineering for Candidates applying for the Post Code A {Junior Engineer (Civil Engineering)}, Post Code B {Junior Engineer (Electrical Engineering)}, Post Code C {Junior Engineer (Mechanical Engineering)} to assess the post specific technical knowledge of relevant stream.
- ii. 120 Multiple Choice Questions on Commerce particularly General Accounting and Finance for candidates applying for the Post Code G {Assistant Grade-III (Accounts)} to assess the post specific technical knowledge of relevant stream.
- iii. 120 Multiple Choice Questions on Biological Sciences for candidates applying for the Post Code H {Assistant Grade-III (Technical)} to assess the post specific technical knowledge of relevant stream.

Paper-III (Duration-90 minutes)

120 Multiple Choice Questions on General Hindi, General English, General Awareness, General Intelligence and Computer Knowledge for candidates applying for the Post Code D {Assistant Grade-II (Hindi)} and Post Code E {Typist (Hindi)}.

Paper-IV (Duration-90 minutes):

Translation - 2 Passages, one each from Hindi to English and vice-versa and two essays each in Hindi & English for candidates applying for the Post Code D {Assistant Grade-II (Hindi)}.

Note-

- i. The merit of Written Test for Post Code F and I will be decided on Paper - I and for post code A, B, C, G and H, the merit will be decided on Paper - I & post specific Paper - II.
- ii. Candidates applying for the Post of Typist (Hindi) will need to take Paper - III only for Written Test. Candidates will be shortlisted based on Paper-III and the short-listed candidates will undergo a Skill-Test in typing in Hindi which will be of qualifying nature. The candidates shortlisted for the typing test of Hindi shall be informed about the venue of skill/typing test through website (www.fcijobsportal.com). The candidates are advised to keep in touch through the website. The final merit for the post of Typist (Hindi) will be decided on the basis of Paper-III subject to qualifying the Skill Test.

Candidates to be called for the Skill Test, will be Ten times (subject to availability) to the number of Zone-wise vacancies available for Typist (Hindi) posts, based on their marks in Paper-III. 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 Skill-Test may be drawn based on the merit of Paper-III.

- iii. Candidates applying for AG-II (Hindi) posts will be shortlisted for evaluation of Paper-IV, based on their marks in Paper – III; and Paper - IV of only the short-listed candidates will be evaluated. There will be a minimum qualifying marks for Paper-IV, only those candidates who secure the minimum qualifying marks will be considered for final selection. Final selection will be on the basis of marks secured by the candidates in Paper – III and Paper - IV , subject to securing the minimum qualifying marks in paper IV.

Paper IV will be evaluated for only those candidates in the Merit list within Ten times (subject to availability) the number of Zone-wise vacancies available for AG-II (Hindi) posts based on their marks in Paper-III. In-case the requisite number of Candidates are not available to fill up the vacancies, at the discretion of Competent Authority, an additional list for evaluation of Paper-IV may be drawn based on the merit of Paper-III.

The Question Papers 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. Scribe shall also be provided to the candidates with Locomotor Impaired candidates having disability in both hands and arms (OH - BA). Compensatory time shall also be provided to the VH as well as Locomotor Impaired 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 IN ONE ZONE EITHER NORTH ZONE OR SOUTH ZONE OR EAST ZONE OR WEST ZONE OR NORTH-EAST ZONE** as per vacancies, as the examination can be held on same day. If it is found at any stage that a candidate has applied for two or more Zones his/her candidature shall be summarily cancelled. In case of multiple applications, even within a Zone the candidature shall be summarily cancelled.
2. **CANDIDATE CAN APPLY FOR ANY ONE OF THE POST WITHIN THE ZONE ONLY.**
3. The candidate will be considered for the post applied for, on the basis of his/her merit for the post within the Zone.
4. No other Qualification other than expressly mentioned in the Qualification Criteria would be accepted.
5. 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 fciquery@fcijobsportal.com. Even then if the grievances are not addressed, the candidates may contact in person to respective FCI Zonal Offices 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.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 HRA, Leave Travel facilities etc. These scales carry DA on percentage basis. Gross emoluments would vary depending upon place of posting.
4. The seniority of the Officials, appointed in the services of FCI within the Zone will be determined by the order of merit in which they are finally selected for appointment. They will be posted in any State within the jurisdiction of the Zone against which they are selected. The seniority of the officials will be maintained in their respective Zones in the respective cadre.
5. 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 17.03.2015 which shall be required to be sent along with other essential enclosures in case of their shortlisting on the basis of the Written Test/Skill test at the designated Address which shall be informed / notified through the designated website (www.fcijobsportal.com).
6. **CANDIDATES ARE REQUIRED TO SUBMIT THE ONLINE APPLICATION FORM ONLY ONCE.**
7. Option should be exercised by the candidates carefully after going through the Advertisement and keeping in view fulfilment of eligibility conditions, educational qualification, experience etc. prescribed for the posts. **OPTION ONCE EXERCISED SHALL BE FINAL AND NO CHANGE WILL BE ALLOWED UNDER ANY CIRCUMSTANCES.**
8. 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.
9. **All papers in the Written Examination will consist of Objective Type Multiple Choice Questions only except Paper-IV for AG-II (Hindi) which will be of conventional type.** 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, LTI 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. Answer booklet for Paper-IV [Post Code-D {AG-II (Hindi)}] will be supplied.
10. All 120 Multiple Choice Questions in Paper – I, Paper – II & Paper – III will carry equal 01 marks and Paper - IV will comprise of 120 marks.
11. Discrepancies in question paper should be brought to the notice at feedback@fcijobsportal.com within 15 days of holding the examination. Representation submitted thereafter will not be entertained.

12. 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.
13. 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.
14. It is mandatory for all the candidates to upload their Photograph and Signatures as specified without any exception.
15. Formats prescribed for furnishing certificates for SC/ST, OBC, PWD/PH, Serving Defence Personnel and Ex-Servicemen are appended at Annexures 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/Skill test at the designated address which shall be informed / notified through the designated website (www.fcijobsportal.com) SC/ST/PWD/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. 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/Undertaking at this stage.
16. A candidate should select any one of the examination centres within the opted Zone while filling the online Application Form.

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				

17. 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.
18. 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.
19. RESOLUTION OF TIE CASES: In case of a tie in a particular post, the tie will be resolved as under:

For the Post Code A {JUNIOR ENGINEER (CIVIL ENGINEERING)}, Post Code B {JUNIOR ENGINEER (ELECTRICAL ENGINEERING)}, Post Code C {JUNIOR ENGINEER (MECHANICAL ENGINEERING)}, Post Code

G {AG-III (Accounts)} & Post Code H {AG-III (Technical)} candidate who has scored higher marks in the Paper - II of Written Test will be placed above the other candidate.

For Post Code D {AG-II (Hindi)} candidate who has scored higher marks in Paper - IV of 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. The same criteria will also be applicable for the Post Code E {Typist (Hindi)}, Post Code F {AG-III (General)} & Post Code I {AG-III (Depot)}

20. Mere submission of application and fulfilling the eligibility conditions gives no right to any person for appearing in Written Test etc.
21. Qualifying in the Written Test and Skill test for any post without fulfilment of eligibility conditions will not confer any claim to the candidate for final selection to the post.
22. Candidates should comply with additional instructions of FCI, if any.
23. Filling up of these vacancies is subject to the outcome of any litigation affecting the recruitment process.
24. No correspondence will be entertained about the outcome of the application, at any stage.
25. 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.
26. The candidate on selection to a particular Zone of FCI is liable to be posted in any State within the jurisdiction of that Zone. However, they are also liable to be posted anywhere in the country in the interest of the Corporation. The jurisdiction of 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).
27. No TA will be provided for the Written Test/Skill Test.
28. Candidate must ensure to have fulfilled all the eligibility criteria, viz., qualification, experience, age, etc. as on **01/01/2015**. Candidates should satisfy themselves that they fulfill the required qualification, experience and 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.

29. Issue of Admit Card for the Written Test / Skill Test does not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria.
30. Candidates, who fulfill all the eligibility criteria, will be issued Offer of Appointment as per merit list and as per vacancies.
31. 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/Ex-servicemen or Serving Defence Personnel 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.
32. 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 / Skill Test which shall be informed / notified through the designated website (www.fcijobsportal.com). Original certificates will, however, be scrutinized / verified at the time of Document verification stage.
33. 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.
34. 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/Skill Test at the designated address / website, which shall be informed/ notified through the designated website (www.fcijobsportal.com).

35. Issue of Admit Card for the Written Test 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.
36. Any attempt to influence the Corporation in any manner would result in disqualification and rejection of candidature immediately.
37. In case of any clarification on recruitment process, please email at fciquery@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.
38. Appointment of empanelled candidates will be subject to their being found medically fit and the verification of character, antecedents and caste, wherever applicable.
39. 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.
40. 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.
41. No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.
42. SC / ST / PWD(PH) / Serving Defence Personnel / 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 EXS category. However, they are eligible for age relaxation only.) and Women candidates are exempted from payment of Application Fee, subject to uploading of Caste / Disability / relevant Certificate / Undertaking from Appropriate Authority in support of his/her claim.
43. Candidates except as specified above, applying for the post (ANY ONE WITHIN THE ZONE) are required to submit **APPLICATION FEE of Rs. 350/- {Excluding bank charges but including service tax of Rs. 39/- 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. 350/-). The last date for making the Payment of Application Fee through this mode is 17.03.2015.**
 - **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. 410/- (including bank charges and service tax of Rs. 39/-)}. The last date for generation of Bank Challan is 17.03.2015, and last date for making the Payment of Application Fee by e-Challan is 18.03.2015.**

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 REGISTERED APPLICATION FORM.

44. 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, Zone applied for, 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 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 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 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/ExSM (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 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 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 are 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.

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.

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 FEMALE 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 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 (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 www.fcijobsportal.com.

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 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/her 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 (www.fcijobsportal.com).

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 18.03.2015 to make payment through Challan. Further the Bank /transaction charges for Challan mode is Rs. 60/- in addition to the Application fee of Rs. 350/- and is to be borne by the candidates.

- **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 18.03.15. 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 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 : fciquery@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 (www.fcijobsportal.com).

Incase 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 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	16.02.2015 from 10:00 Hrs (IST)
2.	Application Fee To Be Paid : Rs. 350/- (Excluding bank charges but including service tax of Rs. 39/-).	<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: 17.03.2015 • The last date for generating the Bank e-Challan : 17.03.2015 • The last date for making the Payment of Application Fee by e-Challan at branches of SBI : 18.03.2015
3.	Last Date for Online Application	17.03.2015 till 24:00 Hrs (IST)
4.	Availability of Admit Cards on website	15 days prior to announced date of examination
5.	Date of Written Test	Will be announced in website www.fcijobsportal.com

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

The Online registration will remain active from **16.02.2015 10:00 Hrs (IST) to 17.03.2015 24:00 Hrs (IST) 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.

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 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/1st 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.

ANNEXURE-B

(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)