



FOOD CORPORATION OF INDIA

Advt No.02/2019-FCI Category-II

ZONE-WISE RECRUITMENT FOR

MANAGER (GENERAL/ DEPOT/ MOVEMENT/ ACCOUNTS/ TECHNICAL/ CIVIL ENGINEERING/ ELECTRICAL MECHANICAL ENGINEERING/ HINDI)

Food Corporation of India (FCI), one of the largest Public Sector Undertakings ensuring the food security of the Nation, invites online applications for the under mentioned posts in its Depots and Offices spread all over the Country from **eligible candidates** who fulfill the prescribed qualifications, age, experience etc.

For the post of **Manager (General/ Depot/ Movement/ Accounts/ Technical/ Civil Engineering/ Electrical Mechanical Engineering)**, candidates will be selected as Management Trainee and will undergo training for six months. Only consolidated stipend will be paid to them at the rate of Rs. 40000/- (Forty thousand only) per month during the training period. **Management Trainees will be considered for absorption as Managers in the IDA Pay scale of Rs. 40000 – 140000 upon successful completion of training period of six months.**

ZONE-WISE AND POST-WISE VACANCIES:

NORTH ZONE

POST	POST CODE	Scale of Pay (IDA Pattern) In Rs.	Maximum Age limit as on 01/08/2019	SC	ST	OBC	EWS *	UR	TOTAL	PwBD				
										a	b	c	d & e	TOTAL
Manager (General)	A	40000-140000	28 Years	0	0	3	1	4	8	3(B,LV)	0	0	2 d (A, I, D, S, LD, MI) & e (a, b, c, d)	5
Manager (Depot)	B	40000-140000	28 Years	17	10	5	5	9	46	6(LV)	2 (H H)	0	0	8
Manager (Movement)	C	40000-140000	28 Years	4	2	4	1	1	12	1(B,LV)	1 (H H)	0	0	2
Manager (Accounts)	D	40000-140000	28 Years	17	3	16	7	25	68	0	6 (H H)	0	0	6
Manager (Technical)	E	40000-140000	28 Years	4	2	4	4	30	44	0	1 (H H)	2(O A, C P, L C, D, AA V, M D)	0	3

Manager (Civil Engineering)	F	40000- 140000	28 Years	0	0	1	0	3	4	0	0	0	0	0
Manager (Electrical Mechanical Engineering)	G	40000- 140000	28 Years	0	0	2	1	2	5	0	0	0	0	0
Total				42	17	35	19	74	187	10	10	2	2	24

The above mentioned vacancies are inclusive of backlog vacancies which are as under:

Manager (General): PwBD- 3 (B,LV)

Manager (Depot): PwBD- 5 (LV), 2 (HH)

Manager (Accounts): OBC- 7 ,PwBD- 6 (HH)

Manager (Civil Engineering): OBC-1

SOUTH ZONE

POST	POST CODE	Scale of Pay (IDA Pattern) In Rs.	Maximum Age limit as on 01/08/2019	SC	ST	OBC	E W S *	UR	TOTAL	PwBD				
										a	b	c	d & e	TOTAL
Manager (General)	A	40000- 140000	28 Years	3	0	0	0	6	9	0	0	0	0	0
Manager (Depot)	B	40000- 140000	28 Years	0	0	3	0	3	6	0	0	0	0	0
Manager (Movement)	C	40000- 140000	28 Years	4	2	3	1	9	19	0	0	0	0	0
Manager (Accounts)	D	40000- 140000	28 Years	5	3	9	3	10	30	0	0	1 (OA, OL, BL, OAL, BLO A, CP, LC, D, AAV, MD)	0	1
Manager (Hindi)	H	40000- 140000	35 Years	0	0	0	0	1	1	0	0	0	0	0
Total				12	5	15	4	29	65	0	1	0	0	1

The above mentioned vacancies are inclusive of backlog vacancies which are as under:

Manager (Movement): SC-02, ST-01

Manager (Accounts): SC-03, ST-03, OBC-09, UR - 08 ,PwBD - 1 (OH)

Manager (Hindi): UR -01.

WEST ZONE

POST	POST CODE	Scale of Pay (IDA Pattern) In Rs.	Maximum Age limit as on 01/08/2019	SC	ST	OB C	EWS *	UR	TOTAL	PwBD				
										a	b	c	d & e	TOTAL
Manager (General)	A	40000-140000	28 Years	0	0	1	0	0	1	0	0	0	0	0
Manager (Depot)	B	40000-140000	28 Years	0	0	2	0	2	4	0	0	0	0	0
Manager (Movement)	C	40000-140000	28 Years	0	0	1	0	0	1	0	0	0	0	0
Manager (Accounts)	D	40000-140000	28 Years	3	2	2	0	0	7	0	0	0	0	0
Manager (Technical)	E	40000-140000	28 Years	0	1	0	0	0	1	0	0	0	0	0
Manager (Hindi)	H	40000-140000	35 Years	0	0	0	0	1	1	0	0	0	0	0
Total				3	3	6	0	3	15	0	0	0	0	0

The above mentioned vacancies are inclusive of backlog vacancies which are as under:

Manager (Accounts): ST - 01.

Manager (Technical)- ST - 01.

EAST ZONE

POST	POST CODE	Scale of Pay (IDA Pattern) In Rs.	Maximum Age limit as on 01/08/2019	SC	ST	OBC	EWS *	UR	TOTAL	PwBD				
										a	b	c	d & e	TOTAL
Manager (General)	A	40000-140000	28 Years	0	1	0	1	0	2	0	0	0	0	0
Manager (Depot)	B	40000-140000	28 Years	2	0	5	4	9	20	1(LV)	0	0	1e (a,b, c)	2
Manager (Accounts)	D	40000-140000	28 Years	0	3	4	2	0	9	0	1(H H)	0	0	1
Manager (Technical)	E	40000-140000	28 Years	1	0	3	1	0	5	0	0	1(O A, ,CP, LC, D,A AV, MD)	0	1

Manager (Hindi)	H	40000-140000	35 Years	0	0	0	0	1	1	0	0	0	0	0
Total				3	4	12	8	10	37	1	1	1	1	4

The above mentioned vacancies are inclusive of backlog vacancies which are as under:

Manager (General): ST-01

Manager (Depot): PwBD- 1 (LV)

Manager (Accounts): ST-03, OBC-04 ,PwBD - 1 (HH)

Manager (Technical): PwBD-1 (OA, CP, LC, D, AAV, MD)

NORTH-EAST ZONE

POST	POST CODE	Scale of Pay (IDA Pattern) In Rs.	Maximum Age limit as on 01/08/2019	SC	ST	OBC	EWS*	UR	TOTAL	PwBD				
										a	b	c	d & e	TOTAL
Manager (General)	A	40000-140000	28 Years	1	0	0	1	0	2	0	0	0	0	0
Manager (Depot)	B	40000-140000	28 Years	2	1	5	1	2	11	1 (LV)	1 (HH)	0	1 e (a,b,c)	3
Manager (Accounts)	D	40000-140000	28 Years	0	1	1	2	3	7	0	1(HH)	1(OA, OL, BL, OA L, BL OA, CP, LC, D, AA V, MD)	0	2
Manager (Technical)	E	40000-140000	28 Years	0	0	1	1	1	3	0	0	0	0	0
Manager (Civil Engineering)	F	40000-140000	28 Years	0	0	0	0	3	3	0	0	0	0	0
Total				3	2	7	5	9	26	1	2	1	1	5

The above mentioned vacancies are inclusive of backlog vacancies which are as under:

Manager (Accounts): ST-01, OBC-01.

Manager (Depot): SC-02, OBC- 03.

* EWS vacancies are tentative. EWS reservation is subject to further directives of Government of India (GoI) and outcome of any litigation. The appointment will be provisional and subject to the Income and Asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further

action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate. The Income and Asset Certificate (**Annexure-C**) issued by any one of the authorities mentioned in the prescribed format as given in **Annexure-C** shall only be accepted as proof of candidate's claim as belonging to EWS.

Note: -

1. Number of vacancies may vary as per administrative exigencies of FCI.
2. UR – Unreserved; SC – Scheduled Caste; ST – Scheduled Tribe; OBC – Other Backward Class; EWS- Economically Weaker Sections; PwBD–Persons with Benchmark Disabilities.
3. Horizontal Reservation has been given to PwBD Category.
4. The persons with the Degree of Disability of 40% and above as prescribed in “The Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016)” are eligible to apply to the posts earmarked for persons with benchmark disabilities as detailed in the table below:

S. No.	Category of disability	Description	Percentage of reservation
1.	a	Blindness and low vision;	1%
2.	b	Deaf and hard of hearing;	1%
3.	c	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	1%
4.	d	Autism, intellectual disability, specific learning disability and mental illness;	1%
5.	e	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities	

5. Identification of Posts for Persons with Benchmark Disabilities (PwBD):

S. No	Posts identified	Category of disability identified for the post					
		Physical requirement	a	b	c	d	e
CATEGORY II							
1	Manager (Genl. Admin)	S, ST, BN, W, H, RW, C	a (B, LV)	b (HH)	c (OA, OL, BL, OAL, BLOA, CP, LC, D, AAV, MD)	d (A, ID, SLD, MI)	e (a, b, c, d)
2	Manager (Depot)	S, ST, BN, W, SE, H, RW, C, L	a (LV)	b (HH)	c (OA, OL, CP, LC, D, AAV, MD)	--	e (a, b, c,)
3	Manager (Technical)	S,ST,W,BN, MF,SE,RW,H ,C	--	b (HH)	c (OA, CP, LC, D, AAV, MD)	--	e (b, c,)
4	Manager (Accounts)	S,ST,MF,SE, RW,C	--	b (HH)	c (OA, OL, BL, OAL, BLOA,CP, LC, D, AAV, MD)	--	e (b, c)
5	Manager (Movement)	S, ST, BN, W, H, RW, C	a (B, LV)	b (HH)	c (OA, OL, BL, OAL, BLOA, CP, LC, D, AAV, MD)	--	e (a, b, c)
6	Manager (Civil Engineering)	S,ST,W,BN, MF,SE,RW,H ,C	--	b (HH)	c (OA, OL, CP, LC, D, AAV, MD)	--	e (b, c)

7	Manager (Electrical Mechanical Engineering)	S,ST,W,BN,K C,MF,SE, RW,H,C	--	b (HH)	c (OA, OL, CP, LC, D, AAV, MD)	--	e (b, c)
8	Manager (Hindi)	ST,MF,RW,H ,C	a (B, LV)	b (HH)	c (OA, OL, BL, OAL, BLOA, CP, LC, D, AAV, MD)	d (A, ID, SLD, MI)	e (a, b, c, d)

6. MULTIPLE DISABILITIES:

The candidates of Multiple disabilities will be eligible for reservation under category (e) – Multiple Disabilities only of Section 34(1) of RPwD Act, 2016 and shall not be eligible for reservation under any other categories of disabilities i.e. (a) to (d) of Section 34(1) of RPwD Act, 2016 on account of having 40% and above impairment in any of these categories of PwBD. However, It is clarified that a combination of locomotor disabilities of OA, OL, BL, BA is allowed in clause 'c' only when the combined term i.e. OAL, BLOA, etc is mentioned in the Table at point No.5 above.

Multiple disabilities means a combination of two or more disabilities mentioned below:

1. Blindness
2. Low Vision
3. Leprosy cured persons
4. Hearing impairment (deaf and hard of hearing)
5. Locomotor disability
6. Dwarfism
7. Intellectual disability
8. Mental illness
9. Autism spectrum disorder
10. Cerebral Palsy
11. Muscular dystrophy
12. Specific learning disabilities
13. Acid Attack victims

Therefore, some examples of Multiple disabilities covered under clause 'e' are:

1. Blindness plus Hearing Impairment
2. Locomotor Disability (OA, OL, BA, BL, OAL, BLOA, BLA) plus Cerebral Palsy
3. Mental Illness plus Muscular Dystrophy
4. Autism plus Acid Attack Victim
5. Blindness plus Specific Learning Disability
6. Blindness plus Leprosy Cured
7. Dwarfism plus Acid Attack Victim
8. One Arm plus Dwarfism
9. Both Leg One Arm plus Acid Attack Victim

7. Abbreviations used

S=Sitting, **ST**=Standing, **W**=Walking, **BN**=Bending, **L**=Lifting, **PP**=Pulling and Pushing, **SE**=Seeing, **C**=Communicating, **MF**=Manipulating with Finger, **H**= hearing, **RW**=Reading and Writing, **KC**=Kneeling & Crouching, **OA** = One Arm, **OL** = One Leg, **BA** = Both Arms, **BL** = Both Legs, **OAL** = One Arm and One Leg, **BLOA** = Both Legs and One Arm, **BLA** = Both legs and both Arms, **B**= Blind, **LV**= Low Vision, **HH**= Hearing Impaired/Hard of Hearing, **CP** = Cerebral Palsy, **LC** = Leprosy cured, **D** = Dwarfism, **AAV** = Acid Attack Victims, **MD** = Muscular Dystrophy, **A** = Autism, **ID** = Intellectual

QUALIFICATION / EXPERIENCE AS ON 01/08/2019

Name of the Post	Post Code	QUALIFICATION / EXPERIENCE
Manager (General)	A	A) Graduate degree or equivalent from recognized University with minimum 60% marks; OR B) CA/ICWA/CS Note: In case of SC/ST/PH candidates, the minimum percentage of marks shall be 55% instead of 60%.
Manager (Depot)	B	A) Graduate degree or equivalent from recognized University with minimum 60% marks; OR B) CA/ICWA/CS Note: In case of SC/ST/PH candidates, the minimum percentage of marks shall be 55% instead of 60%.
Manager (Movement)	C	A) Graduate degree or equivalent from recognized University with minimum 60% marks; OR B) CA/ICWA/CS Note: In case of SC/ST/PH candidates, the minimum percentage of marks shall be 55% instead of 60%.
Manager (Accounts)	D	i. 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 OR ii. B.Com from a recognized University and (a) Post Graduate Full-time MBA (Fin) Degree / Diploma of minimum 2 years recognized by UGC/AICTE; or (b) Post Graduate Part-time MBA (Fin) Degree / Diploma (not in the nature of distance education) of minimum 3 years duration recognized by UGC/AICTE; or (c) Post Graduate MBA (Fin) Degree/Diploma by distance education mode recognized by UGC-AICTE- DEC Joint Committee.
Manager (Technical)	E	B.Sc. in Agriculture from a recognized University. or B.Tech degree or B.E degree in Food Science from a recognized University/ an institution approved by the AICTE; or

		<p>B.Tech degree or B.E degree in Food Science & Technology or Food Technology or Food Processing Technology or Food Process Engineering or Food Processing or Food Preservation Technology from a recognized University/ an institution approved by the AICTE.</p> <p style="text-align: center;">or</p> <p>B.Tech. degree or BE degree in Agricultural Engineering from a recognized University/an institution approved by the AICTE.</p> <p style="text-align: center;">or</p> <p>B.Tech degree or B.E degree in Bio-Technology or Industrial Bio-Technology or Bio-Chemical Engineering or Agricultural Bio-Technology from a recognized University/ an institution approved by the AICTE;</p>
Manager (Civil Engineering)	F	Degree in Civil Engineering from a recognized University or equivalent.
Manager (Electrical Mechanical Engineering)	G	Degree in Electrical Engineering or Mechanical Engineering from a Recognized University or equivalent.
Manager (Hindi)	H	<p>Essential:-</p> <p>(i) Master's Degree of a recognized University or equivalent in Hindi with English as a subject at the Degree level.</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University or equivalent in English with Hindi as a subject at the degree level.</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University or equivalent in any subject with Hindi and English as a subject at the degree level.</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level.</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level.</p> <p>(ii) 5 years experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa preferably of technical or scientific literature.</p> <p style="text-align: center;">OR</p> <p>Five years experience of teaching/research writing or journalism in Hindi</p> <p><u>Desirable:-</u></p> <p>(i) Knowledge of Sanskrit or a modern India Language.</p> <p>(ii) Administrative experience.</p> <p>(iii) Experience of organizing Hindi Classes or workshop for noting and drafting.</p>

NOTE-

- i. **A CANDIDATE CAN APPLY IN ANY ONE ZONE ONLY i.e. EITHER NORTH ZONE OR SOUTH ZONE OR EAST ZONE OR WEST ZONE OR NORTH EAST ZONE AS PER THE VACANCIES.**
- ii. **A CANDIDATE CAN APPLY FOR ANY ONE OF THE POST CODE A, B, C, D, E, F, G & H IN THE OPTED ZONE ONLY.**
- iii. If a candidate is claiming a particular qualification as equivalent qualification as per the requirement of the Notice of examination, wherever applicable, order/ letter in respect of equivalent Educational Qualifications, will required to be produced by the candidates at the time of Document Verification and as and when required by FCI, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications. The decision of FCI shall be final and binding in this regard.
- iv. Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA/Grades are awarded, the same should be converted into percentage and indicated in online application. If called for subsequent phases, the candidate will have to produce a certificate issued by the appropriate authority inter alia indicating the norms of the University regarding conversion of CGPA/OGPA/Grades into percentage and the percentage of marks scored by the candidate in terms of norms.
- v. The only mode of application is **ONLINE**. The printed/ hard copies of the application form will not be entertained.
- vi. Relevant experience, wherever required, should be after acquiring minimum required qualification for the post applied.

RESERVATION AND RELAXATIONS:

1. In making appointments in the services of the Corporation, reservations, relaxation of age limits and other concessions would be provided to Scheduled Castes, Scheduled Tribes and other category of persons as directed by Government of India from time to time.
2. The prescribed qualifications, experience, age limit, etc. shall be reckoned as on **01/08/2019**.
3. The candidates belonging to of SC/ST and OBC categories are eligible for age relaxation maximum by 05 and 03 years respectively.
4. The maximum upper age limit in case of departmental (FCI) employee is 50 years.
5. The condition of minimum percentage of marks in graduate degree i.e. educational qualifications for the post of Manager of various cadres is relaxed for departmental (FCI) candidates who have three (03) years' work experience as Category-III or Category-IV in FCI.

6. The upper age limit is relaxed by 10 years for PwBD, 15 years for PwBD candidates belonging to SC/ST and 13 years for PwBD candidates belonging to OBC. Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved (for PwBD) or not, provided the post is identified for PwBD.
7. A PwBD candidate can apply, against vacancies reflected above, for a post even if there is no vacancy reserved for PwBD but that post has been identified as suitable for PwBD. However, such candidate will be considered for selection to such post by General standard of merit.
8. The aforesaid reservation and relaxation is not applicable to OBC candidates falling within the creamy layer.
9. Further, the reservations & relaxations will be provided to OBC Candidates as specified by the Central Government in the list prepared by the Government of India from time to time for the purpose of making provisions for reservation of appointments or posts in favour of backward classes of citizens. The form of certificate to be produced by Other Backward Classes candidates applying should be in the prescribed format only for the posts under the Government of India. The prescribed format of the certificate to be produced should be as per **Annexure-B**.
10. Age is additionally relaxable by 5 years for those applicants who had ordinarily been domiciled in 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 Jammu & Kashmir during the period from 01-01-1980 to 31-12-1989. This relaxation shall remain in force till the 31st day of December, 2019 and there shall be no further extension beyond the said period.
11. 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, 2019 and have been released:-
 - (i) On completion of assignment (including those whose assignment is due to be completed within one year from 01st August, 2019) 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.

GUIDELINES FOR PERSONS WITH BENCHMARK DISABILITIES USING A SCRIBE

- a. In accordance with Government of India, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) O.M. No. 34- 02/2015-DD-III dated 29th August, 2018 on the subject - Guidelines for conducting written examination for Persons with Benchmark Disabilities, the PwBD candidates eligible for Scribe/ Reader/ Lab Assistant has discretion of opting for his own Scribe/Reader/Lab Assistant or request the Examination body for the same.
- b. Further as per Para-IV of the said OM, the facility of scribe/reader/lab assistant shall be given only to persons with benchmark disabilities in the category of blindness, locomotors disability (both arm affected-BA) and cerebral palsy, if so desired by the person.

- c. For other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and use keyboard, and scribe is essential to write and use keyboard in examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per prescribed proforma (**Annexure-E**).
- d. The posts identified suitable in FCI for PwBD candidates have been tabulated in the advertisement. As such, facility of scribe/reader/lab assistant can only be provided on production of certificates from the concerned authority in the prescribed proforma as mentioned above.
- e. **The candidate opting for bringing his own Scribe/Reader/Lab Assistant, the qualification of the scribe should be one step below the qualification of the candidate taking examination.**
- f. In case, subsequently it is found that the qualification of Scribe is not one step below the qualification of the candidate taking examination the candidature of the candidate shall liable to be summarily rejected.
- g. Accordingly, PwBD candidates appearing in the above examination who are eligible for scribe (as given in Para-b and c above) are advised that in case they need the assistance of Scribe from FCI, they should indicate the same at the time of applying online. Further, such candidates may also visit the FCI Regional Office of the State in which their Examination Centre is situated to meet the scribe **two days** before the examination to check and verify whether the scribe is suitable or not. The address & email ids of FCI Regional Offices are available on FCI website i.e. <http://fci.gov.in/contactUs.php>
- h. **For eligible PwBD candidates using their own Scribe in the above examination are required to submit 'Scribe Declaration Form (Annexure-F) on the day of examination at Examination Venue.**
- i. The candidates eligible for scribe will be allowed compensatory time of 20 minutes per hour in the examination on production of requisite certificate as mentioned in Para-d above.
- j. It may be noted that in case candidate does not apply for scribe assistance from FCI at the time of applying online, it will be presumed that he/she does not require scribe from FCI and may arrange for the same on their own.
- k. PwBD candidates taking assistance of a scribe and availing compensatory time will be required to submit requisite certificate as mentioned above at the time of Document Verification/Online exam venue (as applicable), failing which their candidature will be liable to be cancelled.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

SELECTION PROCESS:

Manager (General/Depot/Movement/Accounts/Technical/Civil Engineering/Electrical Mechanical Engineering):- The selection process will be consisting of Online Test, Interview and Training.

Manager (Hindi):- The selection process will be consisting of Online Test and Interview.

A) PATTERN OF ONLINE TEST

The online test will comprise of Phase-I and Phase-II exams.

i) The online test of Phase-I shall be common irrespective of the post. The test structure for Phase I Online test is as follow:-

Sr. No	Name of the Test	No. of Qs.	Max. Marks	Duration (minutes)	Medium of examination
1	English Language	30	30	20 minutes	English
2	Reasoning Ability	35	35	20 minutes	Bilingual (English and Hindi)
3	Numerical Aptitude	35	35	20 minutes	Bilingual (English and Hindi)
		100	100	60 minutes	

NOTE: - In the Phase-I of online test, the test will be Objective type (Multiple Choice Questions). Each question will carry equal 01 (one) mark. For each wrong answer, there will be negative marking of one-fourth (1/4) of the mark assigned to that question. If a question is left blank, i.e. no answer is marked by the candidate; there will be no negative marking for that question. The marks obtained in Phase-I will not be reckoned in final merit ranking.

ii) Phase-II online test will comprise of:-

Number of Papers			Post code	Post	Note
One Exam	Paper	Paper I only	A	Manager (General)	
			B	Manager (Depot)	
			C	Manager (Movement)	
Two Exam	Paper	Paper I and Paper II	D	Manager (Accounts)	Candidates applying for any ONE of the post code D, E, F and G will appear in Paper-I to be followed by Paper-II. ONLINE TEST for Paper - I & Paper – II shall be held in single sitting.
			E	Manager (Technical)	
			F	Manager (Civil Engineering)	
			G	Manager (Electrical Mechanical Engineering)	

	Paper III and Paper IV	H	Manager (Hindi)	Candidates applying for Post code H will appear in Paper-III to be followed by Paper-IV. ONLINE TEST for Paper - III & Paper-IV shall be held in single sitting.
Note-I: - Paper-I is common for post code A, B, C, D, E, F, and G.				
Note-II:- Online Test for Paper - I & Paper - II and Paper – III & Paper IV shall be held in single sitting.				

Paper Type	Number of questions and Marks	Duration	Negative marking
Paper – I	120 Multiple Choice Questions will carry equal 01 marks. Paper will carry maximum 120 marks	90 minutes	There will be no negative marking in Phase-II of the examination.
Post specific Paper-II (in phase II)	60 Multiple Choice Questions each carrying 02 marks. Paper will carry maximum 120 marks.	60 minutes	
Paper-III (Only for the Post of Manager (Hindi) Post Code-H)	120 Multiple Choice Questions will carry equal 01 mark. Paper will carry maximum 120 marks	90 minutes	
Paper-IV (Only for the Post of Manager (Hindi) Post Code-H)	(i) 01 Passage for translation from Hindi to English (ii) 01 Passage for translation from English to Hindi (iii) 01 essay in Hindi (iv) 01 Precis Writing in English Each question carries 30 Marks and total Marks will be 120.	90 minutes	

Pattern of Paper – I and Paper – II of Phase-II Online Test shall be as follows:

Paper-I (Duration - 90 minutes) (120 Marks):

120 Multiple Choice Questions of General Aptitude consisting of Reasoning, Data Analysis, Computer Awareness, General Awareness, Management and Current Affairs for the post of Manager (General / Depot / Movement / Accounts / Technical / Civil Engineering / Electrical Mechanical Engineering).

Paper-II (Duration - 60 minutes) (120 Marks):

- I. 60 Multiple Choice Questions on General Accounting and Finance for candidates applying for Manager (Accounts)

OR

- II. 60 Multiple Choice Questions on Agriculture, Food Science and Technology, Agricultural Engineering & Bio Technology for candidates applying for Manager (Technical)

OR

- III. 60 Multiple Choice Questions on Civil Engineering / Electrical Mechanical Engineering for candidates applying for Manager (Civil Engineering / Electrical Mechanical Engineering).

The syllabus for specified technical posts for Paper-II to assess the post specific technical knowledge of relevant stream is as under:

I. Manager (Accounts) (Post Code-D):

- 1. Basic Accounting concept including preparation of books of accounts and Accounting Standards.**
- 2. Financial Management:** (a) Analysis of Financial statement (b) Budgeting & Budgetary control (c) Working Capital management (d) Capital Budgeting & Ratio Analysis.
- 3. Taxation:** (a) Income Tax including filing of return, TDS, Advance Tax etc. (b) Goods & Services Tax.
- 4. Auditing:** (a) Auditing Concepts and Methods (b) Internal & External Audit of Companies.
- 5. Commercial Laws:** (a) Contract Act (b) Companies Act (c) Sales of Goods Act (d) Negotiable Instrument Act (e) Consumer Protection Act (f) RTI Act.
- 6. Basic of Computers:** (a) Operating System (b) Browsers (c) Email (d) Memory (Internal, External, portable) (e) Chats (f) Office (Word, PowerPoint, Excel) (g) Networks.

II. Manager (Technical) (Post Code-E):

- 1. Agricultural-** Statistics of Indian Agriculture (Cereals & Pulses), Food & Agriculture Microbiology, Nutrition (Animal & Plant), Postharvest care of Cereals & Pulses, Food grain Protection, Agriculture Extension.
- 2. Biotechnology-** Microbes: Beneficial & Harmful, Genetic Engineering, Biotechnological Principles, Economic Biotechnology, Pathogens & Control, Recent trends.
- 3. Entomology-** Basic Entomology, Economic Entomology, Beneficial and harmful insects, integrated Post Management (IPM), Storage Grain Insect pest, Vertebrate Pests.
- 4. Chemistry-**Physical Chemistry: Structure of Atoms, Chemical Bonding, Radioactivity; Inorganic Chemistry, Periodic Table, Basics Metals & Non-metals, Organic Chemistry, Basics of alkanes, alkenes, alkynes, alcohols, aldehydes and acids, Biochemistry (Carbohydrates, Proteins & Fats).
- 5. PFA Act, 1964, Food Safety and Standards Act, 2006/ Food Safety and Standards Regulations 2011, Right to information Act, 2005**

III. Manager (Civil Engineering) (Post Code-F):

1. Engineering Materials & Construction Technology

Selection of site for the construction, Planning and orientation of buildings, Ventilation and air conditioning, acoustics. Building and highway materials, Stones, Bricks timber, Lime, Cement Mortar, Plain and reinforced Cement Concrete, Bitumen, Asphalt.

2. Building Materials: Stone, Lime, Glass, Plastics, Steel, FRP, Ceramics, Aluminium, Fly Ash, Basic Admixtures, Timber, Bricks and Aggregates Classification, properties and selection criteria, Cement etc.

3. Construction Practice, Planning and Management: Construction Planning, Equipment, site investigation, Tendering Process and Contract Management, Quality Control, Productivity, Operation Cost; Land acquisition, Labor safety and welfare.

4. Surveying

Surveying, Leveling, temporary and permanent adjustments of levels and Theodolite, Use of theodolite, tachometry. Trigonometrically and Triangulation survey. Contours and contouring, Computations of areas and volumes.

5. Soil/Geotechnical Engineering

Classification of soil , Field identification tests , water content, specific gravity, voids ratio, porosity, Soil permeability and its determination in the laboratory and field, Darcy's law, Flow nets its Characteristics. Local and general shear failures, design Criteria for shallow foundation, Plate load test, Stability of simple slopes.

6. Highway and bridges: Classification of road land width, Flexible pavements, WBM courses, sub base, sand bitumen base course, crushed cement concrete base / sub-base course. Prime and tack coats, surface dressing, Asphaltic concrete, seal coats etc.

7. Structural Analysis: Strength of materials, Bending moments and shear force, Analysis of determinate and indeterminate structure, Suspended Cables, Concepts and use of Computer Aided Design.

8. Design of steel structures: Principles of working stress methods, Design of tension and compression members, Design of beams and beam column connections, built-up sections, Girders, Industrial roofs, Principles of Ultimate load design.

9. Design of Concrete and Masonry Structures; Limit state design for bending, shear, axial compression and combined forces; Design of beams, Slabs, Lintels, Foundations, Retaining walls, Tanks, Staircases.

10. Estimating, Costing and Valuation: estimate, analysis of rates, earthwork, Brick , RCC work shuttering, Painting, Flooring, Plastering flexible pavements, Tube well, isolates and combined footings, Steel Truss, Piles etc. Valuation- Value and cost, scrap value, salvage value, assessed value, sinking fund, depreciation and obsolescence, methods of valuation.

IV. Manager (Electrical Mechanical Engineering) (Post Code-G):

Thermodynamics, Heat Transfer, Refrigeration and Air-conditioning, Theory of Machines, Machine Design, Strength of Materials, Engineering Materials, Production Engineering , Industrial Engineering ,Production Planning and Control Material handling, Electrical Circuits, Network theorems, EM Theory, Electrostatics, Material Science (Electric Materials), Electrical Measurements, Elements of Computation Power Apparatus and Systems (Power System: Power generation; Thermal, Hydro, Nuclear & Solar power production and Transmissions), Electro mechanics, Control Systems, Electronics and Communications, Estimation and costing, Use of computers.

Pattern of Paper – III and Paper – IV shall be as follows:

Paper-III (Duration-90 minutes) (120 Marks)

120 Multiple Choice Questions on General Hindi, General English, General Awareness, General Intelligence, Computer Awareness, Management and Current Affairs for candidates applying for the Post Code H Manager (Hindi).

Paper-IV (Duration-90 minutes) (120 Marks) (Subjective Test):

- i. 01 Passage for translation from Hindi to English (30 Marks)
- ii. 01 Passage for translation from English to Hindi (30 Marks)
- iii. 01 essay in Hindi (30 Marks)
- iv. 01 Precis Writing in English (30 Marks).

For appearing in Paper-IV Manager (Hindi) candidate should be able to use the following keyboard layouts:

1. Inscript
2. Remington (GAIL)

Note-

- i. **Marks obtained in Phase-I online exam will not be reckoned for final merit list. The candidates fifteen times the number of vacancies advertised shall be called for Phase-II examination.**
- ii. The merit of Online Test, for post code A, B & C will be decided on Paper -I of Phase- II.
- iii. For post code D, E, F & G the merit of online test will be decided on the basis of combined marks secured by candidates in Paper-I & post specific Paper-II of Phase- II.
- iv. Manager (Hindi) (Post Code-H):- Candidates applying for Manager (Hindi) will need to take paper III & IV in Phase II. The merit of online test will be on the basis of combined marks secured by the candidates in both Paper – III and Paper- IV.
- v. Manager (General/ Depot/ Movement/ Accounts/ Technical/ Civil Engineering/ Electrical Mechanical Engineering):- Candidates are to be shortlisted for Interview on criteria of minimum 50% marks in Online Test of Phase-II for unreserved categories and 45% marks for SC, ST, OBC and the Persons with Benchmarks Disabilities (PwBD). The number of candidates to be called for Interview shall normally be three times the number of advertised vacancies. However, where the number of candidates is less than three times the number of vacancies, then all the qualifying candidates may be called for interview as the case may be.
- vi. A candidate has to appear in all the phases of the recruitment process to be considered for the selection. The candidates are advised to visit FCI Website regularly.
- vii. All papers in the online examination will be of objective type multiple choice questions only except paper IV for Manager (Hindi) which will be of subjective type.
- viii. Online Test will be bilingual i.e. in English and Hindi except for language papers.
- ix. In case of Manager(General/ Depot/ Movement/ Accounts/ Technical/ Civil Engineering/ Electrical Mechanical Engineering), the Weightage assigned for Online Test (Phase-II), Interview and Training are 80%, 10%, and 10% respectively. Upon successful completion of the training , the selected candidates may be considered for issue of appointment orders as Managers and such candidates will be placed on probation as per the rules.
- x. In case of Manager (Hindi) the Weightage assigned for Online Test (Phase-II) and Interview are 90% and 10% respectively.

B. INTERVIEW

- i. For the post code A,B,C,D,E,F,G and H candidates who have been shortlisted in the Online Test will subsequently be called for an Interview in the advertised vacancy to candidate ratio of 1:3, to be conducted by FCI. The document verification will be completed at the time of Interview. The said processes will be conducted at select centres. The venue, time & date of Interview will be informed to the shortlisted candidates in the call letter for interview. Candidates are required to download their Interview call letters from authorised FCI website www.fci.gov.in. Please note that any request regarding change in date, venue etc. of Interview will not be entertained. However, the FCI reserves the right to change the date/ venue/ time/ etc. of Interview. The weightage assigned to Interview will be 10%. The

combined final scores of candidates shall be arrived at on the basis of total scores obtained by the candidates in Online Exam and Interview, details of which will be available subsequently on FCI website.

- II. Those candidates who are meritorious on the basis of combined merit in Online Test and Interview and whose documents have been verified successfully and their eligibility for the posts has been established will be shortlisted for further appointment as Manager (Hindi) or as Management Trainees (MTs) for cadres General/ Depot/ Movement/ Accounts/ Technical/ Civil Engineering/ Electrical Mechanical Engineering.
- III. While appearing for the Interview/ Document Verification, the candidate should produce valid prescribed documents. In the absence of valid documents, candidature of the candidates is liable to be cancelled. Candidates will be allowed for the Interview only after Document Verification process. FCI shall take no responsibility to receive any certificate/remittance/ document sent separately.

C. TRAINING

Training as a Management Trainee is a part of the recruitment process which carries a weightage of 10%. Candidates selected as Management Trainees (General/ Depot/ Movement/ Accounts/ Technical/ Civil Engineering/ Electrical Mechanical Engineering) will undergo six months training. Only consolidated stipend will be paid to them at the rate of Rs. 40000/- (Forty thousand only) per month during the training period. On completion of six months training successfully, they will be considered for absorption in the Corporation as Managers in the IDA Pay scale of **Rs. 40,000 – 140000/-**

IMPORTANT INFORMATION / INSTRUCTIONS:

1. **A CANDIDATE CAN APPLY IN ANY ONE ZONE ONLY i.e. EITHER NORTH ZONE OR SOUTH ZONE OR EAST ZONE OR WEST ZONE OR NORTH EAST ZONE AS PER THE VACANCIES.**
2. **A CANDIDATE CAN APPLY ONLY FOR ANY ONE OF THE POST CODE A, B, C, D, E, F, G AND H in opted Zone only.**
3. However, if it is found that, for any reason, the candidate has submitted multiple Applications, in which case such online application with the higher "Registration Number" accompanied by fresh fee (If applicable) and complete in all respect will only be considered by FCI and the earlier applications submitted will not be considered. The fee paid against one "Registration Number" shall not be adjusted against any other "Registration Number". Further, it is also informed that the fee once paid, including in case of multiple applications, shall not be refunded in any circumstances.
4. The candidate will be considered for the post applied for, on the basis of his/her merit for the post within the Zone applied for.
5. Further, the candidates are advised to visit <http://fci.gov.in/pageDetail.php?view=333> for the Job Description of the above mentioned posts. The candidates applying for the posts under Depot, Technical cadres should further note that these are field level posts and the selected candidates are expected to render their services in the Mandis/Procurement Centres, Depots and Godowns, offices of FCI.
6. **DOWNLOAD OF CALL LETTER**
Candidates will have to visit the FCI website (www.fci.gov.in) for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate

needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in Clause-9 below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

7. The Call letter for the ONLINE Test indicating the time and venue of examination for each candidate can be downloaded from www.fci.gov.in approximately 10 days prior to the date of examination onwards. Candidates, who are not able to generate their Call letter online, should register their grievance at <http://cgrs.ibps.in> at least one week before the date of the examination.

8. CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination, will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 01 to 03 hours, candidates may be required to be at the venue for more than 04 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

9. IDENTITY VERIFICATION

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhaar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination. Ration Card and Learner's Driving License are not valid id proof.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original. However, the permission to give the exam shall be provisional & the candidature shall be subject to verification of documents at later stage in case of selection of a candidate.

10. Information about candidates shortlisted at various stages will be posted on FCI website for which candidate may visit website www.fci.gov.in A candidate has to appear in all the relevant phases of the recruitment process to be eligible for the selection. **The candidates are advised to visit FCI Website regularly.**

11. **The candidates may register their grievances at <http://cgrs.ibps.in>**

GENERAL INFORMATION / INSTRUCTIONS:

1. No person shall be eligible for initial appointment unless he has attained the age of 18 years.
2. 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 Government of India.

3. Candidates should indicate at the designated place in the Application Form whether they belong to any of the Minority Communities notified by Government namely, Muslims, Christians, Sikhs, Buddhists, Jain or Zoroastrians (Parsis).
4. 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. 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, Pension etc., shall be applicable as per the rules of the Corporation as amended from time to time.
5. Management Trainee will undergo training for six months. Only a consolidated stipend will be paid to them at the rate of Rs. 40000/- (Rupees Forty Thousand Only) per month during the training period. They shall also be eligible for reimbursement of Train/Bus fare as per rules. Daily allowance is admissible for visits to field offices and/ or other offices during training. They shall not be reimbursed any lodging charges separately. They will be considered for absorption after successful completion of training and placed on probation in regular IDA scale of pay scale of Rs. 40000-140000/-.
6. The seniority of Management Trainees absorbed as Manager in the services of FCI will be determined by the Order of Merit in which they are finally selected for absorption after successful completion of their training period. They will be posted in any State within the jurisdiction of the Zone against which they are selected. The seniority of the absorbed trainees will be maintained in their respective Zones in the respective cadre from the date of their Induction. However, the period of Training as Management Trainee shall not be counted for the purpose of work experience.
7. The seniority of Manager (Hindi), 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 within the zone. 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.

8. **The candidates selected as Management Trainee shall execute a bond in prescribed format for Rs. 1,00,000- (Rs. One lakh only) at the time of his/her joining for serving the Corporation for a minimum period of three years.**
9. Employees of the Central/State Govt./Public Sector Undertakings and Departmental candidates (FCI Employee) may note that they will have to produce the 'No Objection Certificate' from their employer at the time of his/her initial document verification stage at the time of interview.
10. Options should be exercised by the candidates carefully after going through the Advertisement and keeping in view fulfilment of eligibility conditions, educational qualifications, experience etc. prescribed for the posts. **OPTION ONCE EXERCISED SHALL BE FINAL AND NO CHANGE WILL BE ALLOWED UNDER ANY CIRCUMSTANCES**
11. Candidates are not permitted to use calculator and other electronic gadgets. They should not, therefore, bring the same inside the examination premises/venue.
12. The Online test will consist of Objective Type Multiple Choice Questions only except Paper-IV for Manager (Hindi) which will be of subjective type.
13. **Discrepancies, if any in question paper may be brought to the notice at <http://cgrs.ibps.in> within 03 days of holding the examination. Representation received thereafter will not be entertained.**
14. At the application stage, the scrutiny of the eligibility, category and other aspects will not be undertaken before issuing call letters for Online Test. However, the fact that the call letter(s) has been issued to the candidate does not imply that his/her candidature has been finally cleared by FCI. FCI would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If any of these shortcomings is/are detected after appointment in FCI, his/her services are liable to be summarily terminated.
15. Candidates in their own interest are advised to have and provide a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process as it may be used for future correspondence. FCI may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number
16. It is mandatory for all the candidates to upload their Photograph, Signatures and any other document at designated place as specified without any exception.
17. Formats prescribed for furnishing certificates for SC/ST, OBC, EWS and PwBD are appended at **Annexures A, B, C, D1/D2/D3 (as applicable for the relevant PwBD category), E and F** respectively. Candidates may note that these Certificates/Documents shall be required to be furnished along with other essential enclosures in case of their shortlisting on the basis of the Online Examination (Phase-II) at the designated address which shall be informed / notified through the designated website. **Eligible PwBD candidates using their own Scribe in the examination are required to submit 'Scribe Declaration Form (Annexure-F) on the day of examination at Examination Venue.**

18. A candidate may select any one of the examination centres within the opted Zone while filling the online Application Form. It is clarified that a candidate may choose the examination centers of his choice even outside the opted Zone while filling the online Application Form.

18.1 The State wise list of Examination Centres for Phase-I is as under-

STATE/UT	CENTRE
ANDAMAN & NICOBAR	PORT BLAIR
ANDHRA PRADESH	NELLORE, VIJAYAWADA/AMRAVATI , KAKINADA, KURNOOL, TIRUPATI, VIZIANAGARAM, VISHAKHAPATNAM
ASSAM	DIBRUGARH, GUWAHATI, JORHAT, SILCHAR, TEZPUR
ARUNACHAL PRADESH	NAHARLAGUN
BIHAR	BHAGALPUR, GAYA, MUZZAFARPUR, PATNA, PURNEA, ARRAH
CHANDIGARH	CHANDIGARH-MOHALI
CHHATTISGARH	BILASPUR, RAIPUR, BHILAI NAGAR
DELHI	DELHI/NCR, DELHI & NEW DELHI, GHAZIABAD, NOIDA & GREATER NOIDA, FARIDABAD, GURUGRAM
GOA	PANJI
GUJARAT	AHMEDABAD-GANDHI NAGAR, RAJKOT, SURAT, MEHSANA, VADODARA
HARYANA	KARNAL, AMBALA, FARIDABAD, GURUGRAM, KURUKSHETRA
HIMACHAL PRADESH	KANGRA, SHIMLA, HAMIRPUR
JAMMU & KASHMIR	JAMMU, SRINAGAR, SAMBA
JHARKHAND	DHANBAD, RANCHI, BOKARO STEEL CITY, HAZARIBAGH
KARNATAKA	BENGALURU, BELGAUM, GULBARGA, HUBLI-DHARWAD, MANGALORE, MYSORE, SHIMOGA
KERALA	KOCHI, KANNUR, TRICHUR, THIRUVANANTHAPURAM, KOZHIKODE
MADHYA PRADESH	BHOPAL, GWALIOR, INDORE, JABALPUR, SAGAR, UJJAIN
MAHARASHTRA	AURANGABAD(MAHARASTHRA), KOLHAPUR, MUMBAI/THANE/NAVI MUMBAI, NAGPUR, NASIK, AMRAVATI, NANDED, PUNE
MEGHALAYA	SHILLONG
MANIPUR	IMPHAL
MIZORAM	AIZAWL
NAGALAND	KOHIMA
ODISHA	BHUBANESWAR, BERHAMPUR(GANJAM), CUTTACK, ROURKELA, SAMBALPUR
PUDUCHERRY	PUDUCHERRY
PUNJAB	AMRITSAR, BHATINDA, JALANDHAR, LUDHIANA, MOHALI, PATIALA
RAJASTHAN	AJMER, BIKANER, JAIPUR, JODHPUR, KOTA, UDAIPUR
TAMIL NADU	CHENNAI, COIMBATORE, MADURAI, SALEM, TIRUCHIRAPALLI, TIRUNELVELI, VELLORE
TELANGANA	HYDERABAD, KARIMNAGAR, WARANGAL
TRIPURA	AGARTALA
UTTAR PRADESH	AGRA, ALLAHABAD, BAREILLY, GORAKHPUR, GHAZIABAD, KANPUR, LUCKNOW, MORADABAD, MEERUT, MUZAFFARNAGAR, VARANASI, NOIDA/GREATER NOIDA, JHANSI
UTTARAKHAND	DEHRADUN, HALDWANI, ROORKEE
WEST BENGAL	ASANSOL, DURGAPUR, GREATER KOLKATA, HOOGLY, SILIGURI

18.2 The State wise list of Examination Centres for Phase-II is as under:-

State/UT	Centre
ANDHRA PRADESH	AMRAVATI/VIJAYAWADA, VISHAKAPATNAM
ARUNACHAL PRADESH	NAHARLAGUN
ASSAM	GUWAHATI
BIHAR	PATNA
CHHATTISGARH	RAIPUR
CHANDIGARH	CHANDIGARH-MOHALI
DELHI	DELHI/NCR
GUJARAT	AHMEDABAD – GANDHI NAGAR
HARYANA	AMBALA
HIMACHAL PRADESH	SHIMLA
JAMMU & KASHMIR	JAMMU
JHARKHAND	RANCHI
KARNATAKA	BENGALURU
KERALA	KOCHI
MADHYA PRADESH	BHOPAL
MAHARASHTRA	MUMBAI/THANE/NAVI MUMBAI, PUNE
MANIPUR	IMPHAL
MEGHALAYA	SHILLONG
NAGALAND	KOHIMA
ODISHA	BHUBANESHWAR
PUNJAB	MOHALI
RAJASTHAN	JAIPUR
TAMIL NADU	CHENNAI
TELANGANA	HYDERABAD
UTTAR PRADESH	ALLAHABAD, LUCKNOW
UTTARAKHAND	DEHRADUN
WEST BENGAL	GREATER KOLKATA

18.3 For the post of Manager (Hindi), the Phase-II examination will be conducted online in the following cities only:

1. Noida
2. Mumbai
3. Kolkata
4. Chennai
5. Guwahati.

For appearing in Paper-IV Hindi candidate should be able to use the following keyboard layouts:

1. Inscript
2. Remington GAIL

18.4 Note:-

- a. The examination will be conducted online in venues given in the respective call letters.
- b. No request for change of centre/venue/date/session for Examination shall be entertained. The candidates should select the centres carefully and indicate the same correctly in their applications.
- c. FCI however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- d. FCI also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- e. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and FCI will not be responsible for any injury or losses etc. of any nature.
- f. Choice of centre once exercised by the candidate will be final.
- g. If sufficient number of candidates does not opt for a particular centre for "Online" examination, FCI reserves the right to allot any other adjacent centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, FCI reserves the right to allot any other centre to the candidate.

19. **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 candidate who has scored higher marks in the Interview 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.

20. Mere submission of application and fulfilling the eligibility conditions confers no right to any candidate for appearing in Online Test etc.

21. Shortlisting in the Online Test and/or Interview 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, if any notified by FCI.

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. The candidate on selection to a particular Zone of FCI is liable to be posted in any State/Union Territory 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, 2. HARYANA, 3. PUNJAB 4. HIMACHAL PRADESH 5. JAMMU & KASHMIR 6. RAJASTHAN 7. UTTAR PRADESH 8. UTTARAKHAND. 9. CHANDIGARH 10. LADAKH

SOUTH ZONE: 1. ANDHRA PRADESH 2. KARNATAKA 3. KERALA 4. TAMIL NADU 5. TELANGANA 6. ANDAMAN AND NICOBAR ISLANDS 7. LAKSHADWEEP 8. PUDUCHERRY

EAST ZONE: 1. BIHAR 2. JHARKHAND 3. ODISHA 4. WEST BENGAL 5. SIKKIM

WEST ZONE: 1. MAHARASHTRA 2. MADHYA PRADESH 3. CHHATTISGARH 4. GUJARAT 5. DAMAN & DIU
6. DADRA & NAGAR HAVELI 7. GOA

NORTH-EAST ZONE: 1. ARUNACHAL PRADESH 2. ASSAM 3. NAGALAND 4. MANIPUR 5. MIZORAM 6.
TRIPURA 7. MEGHALAYA

26. 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.
27. Candidate must ensure to have fulfilled all the eligibility criteria, viz., qualification, experience, age, etc. as on **01/08/2019**. Candidates should satisfy themselves that they fulfil the required qualification, experience and age etc., before applying for the post.
28. Issue of Call Letter for the Online Test/Interview does not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria. At the time of document verification the onus to ensure that documents brought by the candidate are complete in all respect as per the requirement for the concerned post shall lie on the candidate. The documents are subject to further verification at any stage.
29. Candidates, who fulfil all the eligibility criteria, will be selected as per merit list and as per vacancies.
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 **furnish at the designated venue for verification** in case of their shortlisting on the basis of the **online** Examination which shall be informed / notified through the designated website (www.fci.gov.in). Original certificates will, however, be scrutinized / verified at the time of Document verification stage.
31. FCI at its sole discretion reserves the right to conduct re-examination/Interview or call for any clarification from the candidates at any stage.
32. Any attempt to influence the Corporation in any manner would result in disqualification and rejection of candidature.
33. Appointment of shortlisted candidates will be subject to their being found medically fit and the verification of credentials, character, antecedents and caste etc. wherever applicable.
34. 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.
35. No person shall be eligible to apply 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.

36. No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.
37. SC/ST/PwBD and Women candidates are exempted from payment of Application Fee.
38. Candidates except as specified above, applying for the post (ANY ONE WITHIN THE ZONE) are required to submit **APPLICATION FEE of Rs. 800/- {Excluding bank charges but including GST}** by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets, UPI by providing information as asked on the screen.
39. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
40. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
41. The responses (answers) of individual candidates will be analyzed with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, FCI reserves right to withhold the result of such candidates and cancel their candidature.
42. Process for Arriving at Scores

The Scores of Online Examination are obtained by adopting the following procedure:

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers, if applicable.
- (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

43. BIOMETRIC DATA – Capturing and Verification

The biometric data (thumb impression) and the photograph of the candidates will be captured on the day of the Phase II Examination for the candidates who qualify after the Phase I examination and appear for the Phase II examination.

The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/coloured etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

PROCEDURE FOR APPLYING ONLINE

1. DETAILED GUIDELINES/PROCEDURES FOR

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES
- C. DOCUMENT SCAN AND UPLOAD

Candidates can apply online only from **28.09.2019**, 10:00 Hrs (IST) to **27.10.2019**, 16:00 Hrs (IST) and no other mode of application will be accepted.

2. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- (i) scan their :
 - photograph (4.5cm × 3.5cm)
 - signature (with black ink)
 - left thumb impression (on white paper with black or blue ink)
 - a hand written declaration (on a white paper with black ink) (text given below) ensuring that the all these scanned documents adhere to the required specifications as given in the Advertisement.
- (ii) **Signature in CAPITAL LETTERS will NOT be accepted.**
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) **The text for the hand written declaration is as follows –**
“I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”
- (v) The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
- (vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee.
- (vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Intimation to download call letters for the Examination etc. may be sent through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

3. APPLICATION FEES (NON REFUNDABLE) PAYMENT OF FEE ONLINE : 28.09.2019, 10:00 Hrs (IST) to 27.10.2019, 16:00 Hrs (IST)

Bank Transaction charges for Online Payment of application fees will have to be borne by the candidate.

A. Application Registration

1. Candidates to go to the FCI website (www.fci.gov.in) and click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

B. PAYMENT OF FEES- ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The Candidates applying for the post (ANY ONE WITHIN THE ZONE) are required to submit **APPLICATION FEE of Rs. 800/- (Excluding bank charges but including GST)**. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets/UPI.
3. SC / ST / PwBD and Women candidates are exempted from payment of Application Fee.
4. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
5. On successful completion of the transaction, an e-Receipt will be generated.
6. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
7. **Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.**
8. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
9. To ensure the security of your data, please close the browser window once your transaction is completed.
10. **There is facility to print application form containing fee details after payment of fees.**

C. GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

Signature:

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
 - The applicant has to put his left thumb impression on a white paper with black or blue ink.
 - The applicant has to write the declaration in English clearly on a white paper with black ink
 - The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
 - The signature will be used to put on the Call Letter and wherever necessary.
 - If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
 - Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
- File type: jpg / jpeg
 - Dimensions: 140 x 60 pixels (preferred)
 - File Size: Between 10 KB – 20 KB

Left thumb impression:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.

- The hand written declaration should be of the applicant and not by any other person.
 - File type: jpg / jpeg
 - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
 - File Size: 20 KB – 50 KB

Hand-written declaration:

- Hand written declaration text should be as given at Point-iv under the heading ‘IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION’
- Hand written declaration should NOT be written in CAPITAL LETTERS otherwise it shall not be accepted.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- Hand written Declaration
 - File type: jpg / jpeg
 - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
 - File Size: 50 KB – 100 KB

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour.
- Crop the image in the scanner to the edge of the left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg
- Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MOOffice can easily obtain documents in .jpeg format by using MS Paint or MOOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using ‘Save As’ option in the File menu. Size can be adjusted by using crop and then resize option.
 - **If the file size and format are not as prescribed, an error message will be displayed.**
 - **While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand written declaration.**

Procedure for uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link “Upload left thumb impression / hand written declaration”
- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the ‘Open/Upload’ button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.

- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Note:

- (1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly at the designated place. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms.

NOTE- THE CANDIDATE SHOULD ENSURE THAT THE PHOTOGRAPHS, SIGNATURE, HAND WRITTEN DECLARATION & THUMB IMPRESSION ARE UPLOADED CORRECTLY AS PER THE ABOVE INTRUCTIONS AND AT THE DESIGNATED PLACE ONLY. THE WRONG UPLOADING OF ANY OF THESE MAY RENDER THE APPLICATION LIABLE FOR REJECTION.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found indulging in–

- using unfair means or
- impersonating or procuring impersonation by any person or
- misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- resorting to any irregular or improper means in connection with his/ her candidature or
- obtaining support for his/ her candidature by unfair means, or
- carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
 - to be disqualified from the examination for which he/ she is a candidate
 - to be debarred either permanently or for a specified period from any examination conducted by Corporation
 - for termination of service, if he/ she has already joined the Corporation

TENTATIVE SCHEDULE

1.	Submission of Online Application Form along with fee payment will commence from	28.09.2019 from 10:00 Hrs (IST)
2.	Last Date & time for submission of Online Application and payment of fees.	27.10.2019 till 16:00 Hrs (IST)

3.	Availability of Call letter on website for download	Approximately 10 days prior to announced date of examination
4.	Date of Online Test	Will be announced in website www.fci.gov.in Tentatively in the month of November/December, 2019.

Note: Candidates may visit the FCI website www.fci.gov.in for regular updates.

The Online registration will remain active from 28.09.2019, 10:00 Hrs (IST) to 27.10.2019, 16:00 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 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/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.

(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 :

Seal:

**District Magistrate or
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

**Government of.....
(Name & Address of the authority issuing the certificate)**

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No.....

Date:.....

VALID FOR THE YEAR.....

This is to certify that Shri/Smt./Kumari.....son/daughter/wife of..... permanent resident ofVillage/Street.....Post Office..... District.....in the State/Union Territory.....Pin Code..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year His/her family does not own or possess any of the following assets***:

- I. 5 acres of agricultural land and above;
 - II. Residential flat of 1000 sq. ft. and above;
 - III. Residential plot of 100 sq. yards and above in notified municipalities;
 - IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.
2. Shri/Smt./Kumari..... belongs to the..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office.....
Name.....
Designation.....



*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.
**Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
***Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

NOTE:-

The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS: -

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner,
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

Form-V
Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size
attested photograph
(Showing face only)
of the person with
disability.

Certificate No. _____ Date: _____
This is to certify that I have carefully examined Shri/Smt./Kum.
_____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY)
_____ Age _____ years, male/female _____ registration No. _____ permanent
resident of House No. _____ Ward/Village/Street _____ Post Office _____ District
_____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(A) he/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (.....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/thumb
impression of the person
in whose favour
certificate of disability is
issued

Form - VI
Certificate of Disability
(In cases of multiple disabilities)
[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.

Certificate No. _____

Date: _____

This is to certify that we have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____.

Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows : -

In figures : - ----- percent

In words :- ----- percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

or

(ii) is recommended/after years months, and therefore this certificate shall be valid till -

--- ----

(DD) (MM) (YY)

@ e.g. Left/right/both arms/legs

e.g. Single eye

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued.

Form – VII
Certificate of Disability
(In cases other than those mentioned in Forms V and VI)
(Name and Address of the Medical Authority issuing the Certificate)
(See rule 18(1))

Recent passport
size attested
photograph
(Showing face only)
of the person with
disability

Certificate No. _____

Date: _____

This is to certify that I have carefully examined

Shri/Smt/Kum _____ son/wife/daughter of Shri

_____ Date of Birth (DD/MM/YY) _____ Age _____ years,

male/female _____ Registration No. _____ permanent resident of House No. _____

Ward/Village/Street _____ Post Office _____ District _____ State

_____, whose photograph is affixed above, and am satisfied that he/she is a case of

_____ disability. His/her extent of percentage physical impairment/disability has been

evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) and is shown against the

relevant disability in the table below:-

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary, or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) _____

@ - eg. Left/Right/both arms/legs

- eg. Single eye/both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the
Chief Medical Officer/Medical Superintendent/
Head of Government Hospital, in case the
Certificate is issued by a medical authority who is
not a Government servant (with seal)}

Signature/thumb
impression of the
person in whose
favour certificate of
disability is issued

Note.- In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District

Certificate regarding physical limitation of an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as with mentioned in the certificate of disability), S/o/D/o _____, a resident of _____ (Village/ District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature
Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a
Government health care institution
Name & Designation.
Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/ disability (eg. Visual impairment - Ophthalmologist, Locomotor disability - Orthopaedic specialist/PMR).

DECLARATION

We, the undersigned, Shri/Smt./Kum. _____ eligible candidate
having qualification _____ **and** Shri/Smt./Kum.
 _____ **eligible writer (Scribe) having qualification**
 _____ for the eligible candidate, do hereby declare that:

1. The scribe is identified by the candidate at his/her own cost and as per own choice.
2. In case it is found that the qualification of the Scribe is not as declared by the candidate and the qualification of the Scribe is not one step below the qualification of the candidate taking examination, his/her candidature shall liable to be summarily rejected. In such case the candidate shall forfeit his/her right to the post and claims relating thereto.
3. The candidate is a person with benchmark disabilities in the category of blindness, loco-motor disability (both arms affected-BA) and cerebral palsy.
4. In case of other category of persons with benchmark disabilities, the candidate can be allowed the provisions of the scribe provided that at the time of document verification, he/she has to produce the requisite certificate issued by Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution in the prescribed proforma (**Annexure-E**) to the effect that I have physical limitation to write, and scribe is essential to write examination on my behalf, as per the provisions of Ministry of Social Justice & Empowerment O.M. No. 34-02/2015-DD-III dated 29th August, 2018.
5. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
6. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Point 3 above.
7. The candidate has ensured that the scribe is not a candidate for the same recruitment exercise.
8. The scribe has ensured that he/she is not appearing in the same recruitment exercise.
9. All the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant (both the candidate as well as scribe in case he/she has appeared in the same examination) will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

I, _____ (**Name of Scribe**) certify that I am not a candidate for this recruitment.
 I, _____ (**Name of candidate**) the candidate for this recruitment certify that I have ensured that the above scribe is not appearing for this recruitment.

Given under are our signature and contact details: -

	SCRIBE	CANDIDATE
	Signature:	Signature:
	Name:	Name:
	Address:	
Photo of the Scribe	Contact No.:	Contact No.:

Signature of Invigilator