

appointment by more than 3 years (8 years in case of SC/ST; 6 years in case of OBC Candidates).

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

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

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

NOTE IV: An Ex-Serviceman or Person with Benchmark Disabilities (PwBD) category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, in online examinations, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. In so far as cases of Ex-Servicemen are concerned, deduction from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

EXPLANATION I: An Ex-Serviceman is defined as a person

- (i) who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and
 - (a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his/her pension; or
 - (b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - (c) who has been released from such service as a result of reduction in establishment;
- (ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service;
- (iii) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal Service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension;
- (iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;
- (v) Gallantry award winners of the Armed Forces including personnel of Territorial Army;
- (vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

EXPLANATION II:

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

NOTE V: Age concession is not admissible to sons, daughters and dependents of Ex-servicemen. Therefore, such candidates should not indicate their category as Ex-servicemen.

SELECTION PROCESS:

A) PATTERN OF ONLINE TEST

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

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

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Duration (minutes)	Version
1	English Language	30	30	20 minutes	English
2	Reasoning Ability	35	35	20 minutes	Bilingual
3	Numerical Aptitude	35	35	20 minutes	Bilingual
		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 exam will comprise of:-

Number of Papers in Phase II	Post code	Post	Note
One Paper Exam	Paper I only	F	AG-III (General)
		I	AG-III (Depot)
	Paper III only	E	Typist (Hindi)
	Paper V only	C	Steno Grade-II
Two Paper Exam	Paper I and Paper II	A	(JUNIOR ENGINEER (CIVIL ENGINEERING))
		B	(JUNIOR ENGINEER (ELECTRICAL))

Candidates applying for any ONE of the post code A, B, G and H will appear in Paper-I to be

Number of Papers in Phase II	Post code	Post	Note
	G	MECHANICAL ENGINEERING)	followed by Paper-II. ONLINE TEST for Paper - I & Paper - II shall be held in single sitting only
		{AG-III (Accounts)}	
		{AG-III (Technical)}	
Paper III and Paper IV	D	{AG II (Hindi)}	Candidates applying for Post code D will appear in Paper-III to be followed by Paper-IV. ONLINE TEST for Paper - III & Paper-IV shall be held in single sitting only
Note: 1) Paper-I is common for post code A, B, F, G, H and I. 2) Paper-III is common for post code D and E.			

NOTE: -

Paper Type	Number of questions and Marks	Negative marking
Paper - I, Paper - III and Paper-V	120 Multiple Choice Questions will carry equal 01 marks. Paper will carry maximum 120 marks	Candidate should note that there will be negative marking of one fourth of the mark assigned to a question in Phase -II. If a question is left blank, i.e. no answer is marked by the candidate; there will be no negative marking for that question.
Post specific Paper-II (in phase II)	60 Multiple Choice Questions each carrying 02 marks. Paper will carry maximum 120 marks.	
Paper - IV (Subjective)	Two questions each carrying 60 marks. Paper will carry maximum 120 marks.	No negative marking

Paper-I (Duration-90 Minutes):

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

Paper-II (Duration-60 minutes) :

- i. 60 Multiple Choice Questions on Civil Engineering, Electrical Engineering and Mechanical Engineering for Candidates applying for the Post Code A (Junior Engineer (Civil Engineering)), Post Code B (Junior Engineer (Electrical Mechanical Engineering)), to assess the post specific technical knowledge of relevant stream.
- ii. 60 Multiple Choice Questions on Commerce particularly General Accounting and Finance for candidates applying for the Post Code G (Assistant Grade-III (Accounts)) to assess the post specific technical knowledge of relevant stream.
- iii. 60 Multiple Choice Questions on Agriculture, Botany and Zoology (Group-A) or Agriculture, Chemistry and Physics (Group-B) for candidates applying for the Post Code H (Assistant Grade-III (Technical)) to assess the post specific technical knowledge of relevant stream.

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

a. Junior Engineer (Civil Engineering) (Post Code A):

Building Materials: Physical and Chemical properties building stones, cement (Portland), Asbestos products, Timber and Wood based Products, laminates, bituminous materials, paints, varnishes etc.

Surveying: Principles of surveying, plane table surveying, theodolite, leveling and contouring, curvature, permanent adjustment of dumpy level, methods of contouring, tachometric survey etc.

Soil Mechanics: void ratio, porosity, saturation, water content, specific gravity of soil grains and unit weights, grain size, Atterberg's limits, soil classification, plasticity chart, permeability, consolidation of soils. Lab tests, moisture content, bearing capacity of soils, plate load test, standard penetration test etc.

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.

Transportation Engineering: Types of pavements, pavement materials - aggregates and bitumen, Design of flexible and rigid pavements, bituminous construction, rigid pavement joint, pavement maintenance, Railway Engineering.

Environmental Engineering: Quality of water, purification, distribution, sanitation, sewerage and sewage treatments.

Structural Engineering: Theory of structures, bending moment and shear force diagrams retaining walls, eccentric loads, slope deflection, critical load and columns, torsion etc.

Concrete Technology: Latest technology and uses of concrete, water cement ratio, workability, mix design, placement, compaction, finishing and curing of concrete, quality control of concrete, repair and maintenance of concrete structure etc.

RCC Designs: RCC flexural strength, shear strength, bond strength, design of single reinforced beams, retaining walls, water tanks (RCC design questions may be based on both Limit State method and Working Stress method).

Steel Design: Steel design and construction of steel columns, beams, roof trusses, plate girders.

Construction Management: Construction scheduling Bar Chart, CPM and PERT etc.

b. Junior Engineer (Electrical Mechanical Engineering) (Post Code B): Basic concepts, Concepts of current, voltage, power, energy and their units, Circuit law, AC Fundamentals, Measurement and measuring instruments, Electrical Machines, Synchronous Machines, Generation, Transmission and Distribution of power in different power stations, Estimation and costing, Utilization of Electrical Energy, Basic

<p>Electronics, Theory of Machines and Machine Design, Engineering Mechanics and Strength of Materials, Thermal Engineering, Air standard Cycles for IC engines, Rankine cycle of steam, Air Compressors & their cycles, Boilers Refrigeration cycles, Production Engineering.</p>	<p>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.</p>
<p>c. Assistant Grade-III (Accounts) (Post Code G):</p>	<p>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.</p>
<p>1. Basic Accounting concept including preparation of books of accounts. 2. Taxation including Income Tax and Goods and Services Tax. 3. Auditing: - (a) Auditing concepts and methods, (b) Internal & External audit of companies.</p>	<p>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.</p>
<p>4. Commercial Laws:- (Basic Knowledge) (a) Basics of Contract Act, (b) Basics of Company Act, (c) Basics of Sales of Goods Act, (d) Negotiable Instrument Act 5. Basic of Computers: (a) Operating System, (b) Browsers, (c) Email, (d) Memory (Internal, External, portable), (e) Chats, (f) Office (Word, PowerPoint, Excel), (g) Networks</p>	<p>h. For eligible PwBD candidates using their own Scribe in the above examination are required to submit 'Scribe Declaration Form (Annexure-H) on the day of examination at Examination Venue.</p>
<p>d. Assistant Grade-III (Technical) (Post Code H) Agriculture:- Statics of Indian Agriculture (Cereals & Pulses), Elementary entomology, Plant Protection, Agricultural Economics.</p>	<p>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.</p>
<p>Botany:- Cell Biology :Tissue , Organ & Organ System, Genetics, Plant Classification, Diversity, Ecology, Life Process: Photosynthesis, Respiration , Circulation, Movement etc, Basics of Biochemistry.</p>	<p>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.</p>
<p>Zoology:- Animal Cell & Tissue, Organ System, Heredity & Variation, Animal Classification, Micro Organism, Insects & Rodents. Chemistry:- Chemical bonding, Organic Chemistry : Basics of alkanes, alkenes, alkynes, alcohols, aldehydes and acids, Inorganic Chemistry , Chemistry in daily life. Physics:- Measurements, Basic Physics, Light, Electricity.</p>	<p>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.</p>
<p>The above syllabus for Agriculture, Botany, Zoology, Chemistry and Physics is grouped into following two categories: GROUP A- Agriculture, Botany and Zoology. GROUP B- Agriculture, Chemistry and Physics.</p>	<p>B) SKILL TEST</p>
<p>At the time of filling up of the online application form, the candidate applying for the post of AG-III (Tech) shall have to select any one of the above groups for online examination Paper-II i.e. either Group-A or Group-B in which he/she wishes to appear in the examination. The option once exercised shall be final and no further changes will be allowed under any circumstances.</p>	<p>i. Candidates applying for the Post of Typist (Hindi) (Post code-E) will need to take Paper - III in Phase II for Online Test. Thereafter the candidates will undergo a Skill-Test in typing in Hindi which will be of qualifying nature. The candidates shall be informed about the venue of skill/typing test through website (www.fci.gov.in). The candidates are advised to keep in touch through the website. The final merit for the post of Typist (Hindi) will be decided on the basis of Paper-III subject to qualifying the Skill Test.</p>
<p>Paper-III (Duration-90 minutes) 120 Multiple Choice Questions on General Hindi, General English, General Awareness, General Intelligence and Computer Knowledge for candidates applying for Post Code D (Assistant Grade-II (Hindi)), and Post Code E (Typist (Hindi)).</p>	<p>ii. Candidates applying for the Post of Steno. Grade-II (Post code-C) will need to take Paper - V in Phase II for Online Test. Thereafter the candidates will undergo a Skill-Test in typing and shorthand which will be of qualifying nature. The language of Skill Test i.e (Typing, Short Hand) will be in English. The candidates shall be informed about the venue of skill/typing test through website (www.fci.gov.in). The candidates are advised to keep in touch through the website. The final merit for the post of Steno. Grade-II will be decided on the basis of Paper-V subject to qualifying the Skill Test.</p>
<p>Paper-IV (Duration-90 minutes) (Subjective Test): Translation - 2 Passages, one each from Hindi to English and vice-versa or candidates applying for the Post Code D (Assistant Grade-II (Hindi)). Each Question will carry 60 marks and the maximum marks for the Paper-IV would be 120. This online test will be subjective type.</p>	<p>C) DOCUMENT VERIFICATION</p>
<p>Paper-IV for the post of Assistant Grade-II (Hindi) which shall be descriptive in nature, would be conducted online and for appearing in Paper-IV, candidate should be able to use following keyboard layouts:</p>	<p>The Online test and skill test (wherever applicable) shall be followed by document verification stage for the candidates provisionally selected on the basis of the merit. The number of Candidates to be called for document verification may be equal to three times the number of advertised vacancies.</p>
<p>1. Inscript 2. Remington (GAIL)</p>	<p>IMPORTANT INFORMATION / INSTRUCTIONS:</p>
<p>Paper-V (Duration-90 minutes): 120 Multiple Choice Questions on General English, General Awareness, General Intelligence and Computer Knowledge (with specific reference to MS Word and Internet) for candidates applying for the Post Code C (Steno. Grade-II).</p>	<p>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. If it is found at any stage that a candidate has applied for two or more Zones his/her candidature shall be summarily cancelled. In case of multiple applications, even within a Zone the candidature shall be summarily cancelled.</p>
<p>Note-</p>	<p>2. A CANDIDATE CAN APPLY ONLY FOR ANY ONE OF THE POST CODE A, B, C, D, E, F, G, H AND I (WITHIN THE ZONE).</p>
<p>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.</p>	<p>3. The candidate will be considered for the post applied for, on the basis of his/her merit for the post within the Zone.</p>
<p>ii. The merit of online Test for Post Code F and I will be decided on the basis of marks secured in Paper - I of Phase-II.</p>	<p>4. Further, the candidates are advised to see that Job Description of the above mentioned posts at http://fci.gov.in/pageDetail.php?view=333. 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 of FCI.</p>
<p>iii. For post code A, B, G and H, the merit will be decided on the basis of combined marks secured in Paper - I & post specific Paper - II of Phase-II.</p>	<p>5. DOWNLOAD OF CALL LETTER</p>
<p>iv. Candidates applying for AG-II (Hindi) (Post code-D) will need to take paper III & IV in Phase II. Final selection will be on the basis of combined marks secured by the candidates in both Paper - III and Paper- IV.</p>	<p>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-8 below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.</p>
<p>v. Candidates applying for the Post of Typist (Hindi) (Post code-E) will need to take Paper - III in Phase II for Online Test. The final merit for the post of Typist (Hindi) will be decided on the basis of marks secured in Paper-III, subject to qualifying the Skill Test.</p>	<p>6. The Admit Card for the ONLINE Test indicating the time and venue of examination for each candidate can be downloaded from www.fci.gov.in 15 days prior to the date of examination onwards. Candidates, who are not able to generate their Admit Cards online, should register their grievance at http://cgrrs.ibps.in at least one week before the date of the examination.</p>
<p>vi. Candidates applying for the Post of Steno. Grade-II (Post code-C) will need to take Paper - V in Phase II for Online Test. The final merit for the post of Steno. Grade-II will be decided on the basis of marks secured in Paper-V, subject to qualifying the Skill Test.</p>	<p>7. CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination, candidates 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.</p>
<p>vii. All papers in the online examination will be of objective type multiple choice questions only except paper IV for AG-II (Hindi) which will be of subjective type.</p>	<p>8. IDENTITY VERIFICATION</p>
<p>viii. Online Test will be bilingual i.e. in English and Hindi except for language papers</p>	<p>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-Aadhaar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph</p>
<p>ix. GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE</p>	
<p>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.</p>	
<p>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.</p>	
<p>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-G).</p>	
<p>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.</p>	

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.

9. Information about candidates shortlisted at various stages will be posted on FCI website for which candidate may keep in touch through 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 keep in touch through the Website.**

10. The candidates may register their grievances at <http://cgrrs.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 Managing Director.

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. However, the pay scales are due for revision w.e.f. 01.01.2017. 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. The seniority of the Officials, appointed in the services of FCI within the Zone will be determined by the order of merit in which they are finally selected for appointment. The seniority of the officials will be maintained in their respective Zones in the respective cadre.
6. 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.
7. Option should be exercised by the candidates carefully after going through the Advertisement and keeping in view fulfilment of eligibility conditions, educational qualification, experience etc. prescribed for the posts. **OPTION ONCE EXERCISED SHALL BE FINAL AND NO CHANGE WILL BE ALLOWED UNDER ANY CIRCUMSTANCES.**
8. Candidates are not permitted to use calculator and other electronic gadgets except as specified in the Advertisement. They should not, therefore, bring the same inside the examination premises/venue.
9. The Online Examination will consist of Objective Type Multiple Choice Questions only except Paper-IV for AG-II (Hindi) which will be of subjective type.
10. Discrepancies in question paper should be brought to the notice at <http://cgrrs.ibps.in> within **03 days** of holding the examination. Representation submitted thereafter will not be entertained.
11. 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.
12. 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.
13. It is mandatory for all the candidates to upload their Photograph, Signatures and any other document as specified without any exception.
14. Formats prescribed for furnishing certificates for SC/ST, OBC, EWS, PwBD, Serving Defence Personnel and Ex-Servicemen 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/Skill test at the designated address which shall be informed / notified through the designated website.

15. A candidate should select any one of the examination centres within the opted Zone while filling the online Application Form.

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

State/UT	Centre
Andaman & Nicobar Island	Port Blair
Andhra Pradesh	Chirala, Guntur, Kakinada, Kurnool, Nellore, Rajahmundry, Tirupati, Vijaywada, Vishakhapatnam, Vizianagaram, Srikakulam
Arunachal Pradesh	Naharlagun
Assam	Dibrugarh, Guwahati, Jorhat, Silchar, Tezpur
Bihar	Arrah, Aurangabad (Bihar), Bhagalpur, Darbhanga, Gaya, Muzaffarpur, Patna, Purnea
Chandigarh	Chandigarh - Mohali
Chhattisgarh	Bhilai Nagar, Bilaspur, Raipur
Delhi NCR	Delhi & New Delhi, Ghaziabad, Noida & Greater Noida, Faridabad, Gurugram
Goa	Panaji
Gujarat	Ahmedabad - Gandhi Nagar, Anand, Himmatnagar, Mehsana, Rajkot, Surat, Vadodara
Haryana	Ambala, Faridabad, Gurugram, Karnal, Kurukshetra, Panipat Yamuna Nagar
Himachal Pradesh	Bilaspur, Hamirpur, Kangra, Kullu, Mandi, Shimla, Solan, Una
Jammu & Kashmir	Jammu, Samba, Srinagar
Jharkhand	Bokaro steel city, Dhanbad, Hazaribagh, Jamshedpur, Ranchi
Karnataka	Bengaluru, Belgaum, Gulbarga, Hubli - Dharwad, Mangalore, Mysore, Shimoga, Udipi
Kerala	Kannur, Kochi, Kollam, Kottayam, Kozhikode, Thiruvananthapuram, Thrissur
Madhya Pradesh	Bhopal, Gwalior, Indore, Jabalpur, Sagar, Satna, Ujjain
Maharashtra	Amravati, Aurangabad (Maharashtra), Jalgaon, Kolhapur, Mumbai/Thane/ Navi Mumbai, Nagpur, Nanded, Nashik, Pune, Solapur
Manipur	Imphal
Meghalaya	Shilong
Mizoram	Aizawl
Nagaland	Kohima
Odisha	Balasure, Berhampur (Ganjam), Bhubaneswar, Cuttack, Dhenkanal, Rourkela, Sambalpur
Puducherry	Puducherry
Punjab	Amritsar, Bhatinda, Jalandhar, Ludhiana, Mohali, Pathankot, Patiala, Sangrur
Rajasthan	Ajmer, Alwar, Bikaner, Jaipur, Jodhpur, Kota, Sikar, Udaipur
Sikkim	Bardang - Gangtok
Tamilnadu	Chennai, Coimbatore, Erode, Madurai, Nagercoil, Salem, Thiruchirapalli, Tirunelveli, Vellore,
Telangana	Hyderabad, Karimnagar, Khammam, Warangal, Nalgonda, Nizamabad
Tripura	Agartala
Uttar Pradesh	Agra, Aligarh, Allahabad, Bareilly, Faizabad, Ghaziabad, Gorakhpur, Jhansi, Kanpur, Lucknow, Meerut, Moradabad, Muzaffarnagar, Noida / Greater Noida, Varanasi
Uttarakhand	Dehradun, Haldwani, Roorkee
West Bengal	Asansol, Durgapur, Greater Kolkata, Hooghly, Kalyani, Siliguri

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

State/UT	Centre
Andhra Pradesh	Vijayawada, Vishakhapatnam
Assam	Guwahati
Bihar	Patna
Chandigarh	Chandigarh - Mohali
Chhattisgarh	Raipur
Delhi NCR	Delhi & New Delhi, Noida
Gujarat	Ahmedabad - Gandhi Nagar
Haryana	Ambala, Karnal
Himachal Pradesh	Shimla
Jammu & Kashmir	Jammu, Srinagar
Jharkhand	Ranchi
Karnataka	Bengaluru
Kerala	Kochi
Madhya Pradesh	Bhopal
Maharashtra	Mumbai, Thane, Navi Mumbai, Pune
Odisha	Bhubaneswar, Sambalpur
Punjab	Mohali
Rajasthan	Jaipur, Jodhpur, Udaipur
Tamil Nadu	Chennai, Madurai
Telangana	Hyderabad
Uttar Pradesh	Allahabad, Lucknow, Gorakhpur
Uttarakhand	Dehradun
West Bengal	Greater Kolkata, Siliguri

- 15.3 Paper-IV for the post of Assistant Grade-II (Hindi) which shall be descriptive in nature, would be conducted online for Hindi Typing 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)
- 15.4 **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 adjunct 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.
16. **RESOLUTION OF TIE CASES:** In case of a tie in a particular post, the tie will be resolved as under:
- For the Post Code A {JUNIOR ENGINEER (CIVIL ENGINEERING)}, Post Code B {JUNIOR ENGINEER (ELECTRICAL MECHANICAL ENGINEERING)}, Post Code G {AG-III (Accounts)} & Post Code H {AG-III (Technical)} candidate who has scored higher marks in the Paper - II of Phase II Online Test will be placed above the other candidate.
- For Post Code D {AG-II (Hindi)} candidate who has scored higher marks in Paper-IV will be placed above the other candidate.
- If the tie still persists, the procedure will be followed by Date of Birth i.e. the candidate older in age will get preference. Lastly, if the tie still persists, the tie will be resolved by referring to the alphabetical order of names i.e. a candidate whose name begins with the alphabet which comes first in the alphabetical order will get the preference. The same criteria will also be applicable for the Stenographer Grade-II (Post code-C), Post Code E (Typist (Hindi)), Post Code F {AG-III (General)} & Post Code I {AG-III (Depot)}
17. Mere submission of application and fulfilling the eligibility conditions gives no right to any candidate for appearing in Online Test etc.
 18. Shortlisting in the Online Test and Skill test for any post without fulfilment of eligibility conditions will not confer any claim to the candidate for final selection to the post.
 19. Candidates should comply with additional instructions, if any notified by FCI.
 20. Filling up of these vacancies is subject to the outcome of any litigation affecting the recruitment process.
 21. No correspondence will be entertained about the outcome of the application, at any stage.
 22. The candidate on selection to a particular Zone of FCI is liable to be posted in any State within the jurisdiction of that Zone. However, they are also liable to be posted anywhere in the country in the interest of the Corporation. The jurisdiction of each Zone is as follows:
NORTH ZONE: 1. Delhi, 2. Haryana, 3. Punjab 4. Himachal Pradesh 5. Jammu & Kashmir 6. Rajasthan 7. Uttar Pradesh 8. Uttarakhand. 9. Union Territory of Chandigarh
SOUTH ZONE: 1. Andhra Pradesh 2. Karnataka 3. Kerala 4. Tamil Nadu 5. Telangana 6. Union Territory of Andaman and Nicobar Islands 7. Union Territory of Lakshadweep 8. Union Territory of 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. Union Territory of 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
 23. No TA will be provided for the online Test/Skill Test.
 24. Candidate must ensure to have fulfilled all the eligibility criteria, viz., qualification, experience, age, etc. as on 01/01/2019. Candidates should satisfy themselves that they fulfil the required qualification, experience and age etc., before applying for the post.
 25. Issue of Admit Card/Call Letter for the Online Test / Skill Test /document verification 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.
 26. Candidates, who fulfil all the eligibility criteria, will be issued Offer of Appointment as per merit list and as per vacancies.
 27. 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 / Skill Test 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.
 28. FCI at its sole discretion reserves the right to conduct additional examination / skill test or call for any clarification from the candidates at any stage.
 29. Any attempt to influence the Corporation in any manner would result in disqualification and rejection of candidature.
 30. 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.
 31. 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.
 32. 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.
 33. No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.
 34. SC / ST / PwBD / Serving Defence Personnel / Ex-Serviceman (Ex-Serviceman who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under EXS category. However, they are eligible for age relaxation only.) and Women candidates are exempted from payment of Application Fee.
 35. Candidates except as specified above, applying for the post (ANY ONE WITHIN THE ZONE) are required to submit **APPLICATION FEE of Rs. 500/- (Excluding bank charges but including GST)** by using Debit Cards (RuPay/Visa/MasterCard/ Maestro), Credit Cards, Internet Banking, IMPoS, Cash Cards/Mobile Wallets, UPI by providing information as asked on the screen.
 36. 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.
 37. 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.
 38. 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 cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
 39. **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.
(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.
 40. **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 **23.02.2019 10:00 Hrs (IST) to 25.03.2019 24:00 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 x 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/intimation charges

(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 : 23.02.2019 10:00 Hrs (IST) to 25.03.2019 24:00 Hrs (IST)
Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. Application Registration

- Candidates to go to the FCI website (www.fci.gov.in) and click on the option "APPLY ONLINE" which will open a new screen.
- 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.
- 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.
- 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.
- 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.
- Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- 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".
- Candidates can proceed to fill other details of the Application Form.
- Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- 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.
- Click on 'Payment' Tab and proceed for payment.
- Click on 'Submit' button.

B. PAYMENT OF FEES- ONLINE MODE

- The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- The Candidates applying for the post (ANY ONE WITHIN THE ZONE) are required to submit **APPLICATION FEE of Rs. 500/- (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.
- SC/ST/PwBD/Serving Defence Personnel / Ex-Serviceman (Ex-Serviceman who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under EXS category. However, they are eligible for age relaxation only.) and Women candidates are exempted from payment of Application Fee.
- 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
- On successful completion of the transaction, an e-Receipt will be generated.
- 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.
- 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.**
- 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.
- To ensure the security of your data, please close the browser window once your transaction is completed.
- 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, 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.

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 content is to 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.
- 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/MS Office can easily obtain documents in .jpg format by using MS Paint or MS Office 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:

- In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- 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. 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.
- After registering online candidates are advised to take a printout of their system generated online application forms.