

भारतीय खाद्य निगम

क्षेत्रीय कार्यालय (हिमाचल प्रदेश)

सेक्टर-2, लेन -1, न्यू शिमला 171009

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FOOD CORPORATION OF INDIA

Regional Office (Himachal Pradesh)

SECTOR-2,LANE-1,NEW SHIMLA 171009

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## RECRUITMENT FOR WATCHMEN

The Food Corporation of India (FCI), under the Ministry of Consumer Affairs, Food and Public Distribution is Established under the Food Corporation Act, 1964 (Act No.37 of 1964) is one of the largest Public Sector Undertakings, dealing with food grain supply-chain management, invites online application for the Post of WATCHMEN for manning posts in its Depots and Offices spread all over the **HIMACHAL PRADESH**. Only ONLINE APPLICATIONS are invited from eligible candidates who fulfill the prescribed qualifications, age etc. for the posts indicated below:-

### PROJECTED VACANCIES :

The Total Number of vacancies may vary as per administrative exigencies and at the discretion of FCI Management.

<u>HIMACHAL REGION</u> (Total Number of Vacancies – 40)										
Post	Scale of Pay (IDA Pattern) (Pre Revised) (S - 1)	Minimum Age limit as on <u>01.10.2017</u>	Maximum Age limit as on <u>01.10.2017</u>	SC	ST	OBC	PWD	Ex - Serviceman	UR	Total
WATCHMEN	Rs. 8100 - 18070	18 Years	25 Years	10	1	8	01 in OH (OL, BL)	9	21	40

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

The number of vacancies may increase/decrease as per administrative requirements and at the discretion of FCI management. The candidates will have no right of claim for post, if the number of vacancies decreases.

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

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

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

Sl. No.	Posts identified	Category of disability identified for the Post of Watchmen
		OH (Orthopedically Handicapped)
1.	WATCHMEN	OL, BL

Note : The Post has not been found suitable for other category of PWD except mentioned above.

Legends :

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

EDUCATIONAL QUALIFICATION AS ON 01/10/2017:

POST	Qualifications
Watchmen	8 <sup>TH</sup> (Middle) Standard Passed.

\* Candidates who have completed and possess the Qualification by 01.10.2017 are only eligible to apply. Candidates who are appearing at the qualifying exam or their proof of passing/result is not declared in public domain through newspapers/websites etc. by 01.10.2017 are NOT ELIGIBLE for applying for these posts.

NOTE –

- i. CANDIDATES ARE REQUIRED TO SUBMIT THE ONLINE APPLICATION FORM ONLY ONCE. In case of multiple applications the candidature shall be summarily rejected.
- ii. No printed / hard copy of the filled Application Form or any other supporting documents is to be sent before short-listing based on Written Test and /or Physical Endurance Test unless asked to submit specifically.

RESERVATION AND RELAXATIONS:

1. The prescribed qualifications, experience, age limit, etc. shall be reckoned as on 01.10.2017. The maximum age limit can be relaxed by 5 years in case of SC/ST candidates and 3 years for OBC candidates.
2. There will not be any upper age limit in case of departmental (FCI) employee.
3. The upper age limit is relaxed by 10 years for PWD / PH candidates, 15 years for PWD / PH candidates belonging to SC/ST and 13 years for PWD / PH candidates belonging to OBC.
4. The aforesaid reservation and relaxation is not applicable to OBC candidates falling within the creamy layer.
5. Age is additionally relaxable by 5 years for those applicants who had ordinarily been domiciled in the Kashmir Division in the State of Jammu and Kashmir during the period 01-01-1980 to 31-12-1989. Any applicant intending to avail the relaxation under this category shall have to submit a certificate from the District Magistrate in Kashmir Division within whose jurisdiction she/he had ordinarily resided or any other authority designated in this behalf by the Govt. of Jammu & Kashmir to the effect that she/he had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 01-01-1980 to 31-12-1989.
6. For Ex- Serviceman the Upper Age limit shall be relaxed as on 01.10.2017 by allowing the deduction of length of actual Military Service from his actual age and the resultant age should not exceed the maximum age limit prescribed for the Post by more than 3 years (8 years in case of SC/ST; 6 years in case of OBC Candidates).

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

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

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

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

#### EXPLANATION I :

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

- i. who has been released from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or
- ii. who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or
- iii. who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army of the following categories, namely:-
  - a) Pension holders for continuous embodied service,
  - b) Persons with disability attributable to military service; and
  - c) Gallantry award winners.

#### EXPLANATION II :

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

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

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

SELECTION PROCESS:

PATTERN OF WRITTEN TEST

- (i) Written Examination Paper (Duration - 120 Minutes) :

The WRITTEN TEST will be comprise of **100** Multiple Choice Questions of General Knowledge, Aptitude consisting of Reasoning, English Language, General Awareness, Current Events and Numerical Ability.

Note –

1. All questions carry equal 1 mark. There will be no negative marking.
2. The Question Papers for Written Test will be bilingual i.e. in English and Hindi.

PATTERN OF PHYSICAL ENDURANCE TEST (QUALIFYING PURPOSE) :

FOR MALE CANDIDATES :

- (1) 100 Meters Race - 16 Seconds
- (2) 1.6 Kms Race - 07 Minutes
- (3) Long Jump - 3.65 Meters in 3 Chances.
- (4) HIGH JUMP - 1.2 Meters in 3 Chances.

FOR FEMALE CANDIDATES :

- (1) 100 Meters Race - 20 Seconds
- (2) 800 Meters Race - 04 Minutes
- (3) Long Jump - 2.7 Meters (9 Feet) in 3 Chances.
- (4) HIGH JUMP - 0.9 Meters (3 Feet ) in 3 Chances.

Note –

- i. FCI reserves the right to introduce additional phase of written examination / screening Test in compelling circumstances for screened candidates on the basis of performance in written test and decision regarding calling such number of candidates shall be decided by FCI only.
- ii. The number of candidates will be shortlisted for Physical Endurance Test (PET) in the ration of 1:3 and will be informed about the venue of PET through website [www.fciregionaljobs.com](http://www.fciregionaljobs.com). The candidates are advised to keep visiting the website regularly.
- iii. The Physical Endurance Test (PET) is of qualifying nature only.
- iv. The final merit will be decided on the basis of Written Test subject to qualifying the physical Endurance Test (PET). Only those candidates who are qualified in the Physical Endurance Test will be considered for final selection
- v. No TA (travelling allowance) shall be paid for attending the Written Test/Physical Endurance Test.
- vi. Fitness certificate from the Registered Civil Surgeon along with eye/vision test has to be brought by the shortlisted candidate at the time of attending PET without which the candidature shall be liable to be cancelled.
- vii. Endurance test for PWD/PH is exempted.

In-case the requisite number of Candidates are not available to fill up the vacancies, then at the discretion of Competent Authority, an additional list for Physical Endurance Test may be drawn based on the merit of Written Test.

**IMPORTANT INFORMATION / INSTRUCTIONS :**

1. CANDIDATES CAN APPLY ONLY FOR HIMACHAL REGION as per vacancies. CANDIDATES ARE REQUIRED TO SUBMIT THE ONLINE APPLICATION FORM ONLY ONCE.
2. No other Qualification other than expressly mentioned in the Qualification Criteria would be accepted.
3. The Admit Card for the Written Test indicating the time and venue of examination for each candidate can be downloaded from [www.fciregionaljobs.com](http://www.fciregionaljobs.com) 15 days prior to the date of examination onwards. THE ADMIT CARD FOR WRITTEN TEST WILL NOT BE SENT BY POST OR EMAIL. Candidates, who are not able to generate their Admit Cards online at least one week before the date of the examination, should contact at Email ID [fcihpquery@gmail.com](mailto:fcihpquery@gmail.com). Even then if the grievances are not addressed, the candidates may contact in person to AGM (Personnel), FCI, Regional Office, Shimla with proof of online submission of Application Form for generating Admit Card online. Intimation about shortlisted candidate will be posted on website for which candidate may keep in touch through website [www.fciregionaljobs.com](http://www.fciregionaljobs.com) . A candidate has to appear in all the phases of the recruitment process to be eligible for the selection. The candidates are advised to keep in touch through the Website.

**GENERAL INFORMATION / INSTRUCTIONS:**

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

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

2. Candidates should indicate at the designated place in the Application Form whether they belong to one of the Minority Communities notified by Government namely, Muslims, Christians, Sikhs, Buddhists, Jain or Zoroastrians (Parsis).
3. The posts carry IDA pattern pay scales and usual allowances such as HRA, Leave Travel facilities etc. These scales carry DA on percentage basis. Gross emoluments would vary depending upon place of posting.
4. The seniority of the Officials, appointed in the services of FCI within the HIMACHAL Region will be determined by the order of merit in which they are finally selected for appointment. They will be posted in HIMACHAL State within the jurisdiction of the Region against which they are selected. The seniority of the officials will be maintained in Regional Office Shimla.

5. Employees of the Central / State Govt. / Public Sector Undertakings and departmental candidates should apply Online. Their candidature is subject to fulfillment of the essential eligibility criteria and ensure that they are in possession of 'No Objection Certificate' from their employer on or before **10.11.2017** which shall be required to be sent along with other essential enclosures in case of their short listing on the basis of the Written Test/Physical Endurance Test at the designated Address which shall be informed / notified through the designated website ([www.fciregionaljobs.com](http://www.fciregionaljobs.com)).  
"No Objection Certificate' issued after **10.11.2017** or at the time of appearing in Document Verification / Physical Endurance Test, shall not be considered as an eligibility document and summarily rejected."
6. 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.
7. Examination will consist of Objective Type Multiple Choice Questions only. OMR Answer Sheets will be provided for Objective Type Multiple Choice Questions paper. OMR Answer Sheet to be filled in with Blue / Black Ball Point Pen only as per instructions given in OMR Answer Sheet. Candidates are required to mark their Name, Date of Birth, Roll Number, Registered Application Number, and Question Booklet Number etc. correctly on the OMR Answer sheets by darkening the appropriate ovals / boxes. Candidates are also required to sign their names in running hand on the Answer Sheets. Answer Sheets not bearing the Candidate's Name, Roll Number, Signature etc. in the space meant for the purpose will not be evaluated and awarded Zero mark. If any candidate belonging to reserved category does not write their category properly in the OMR Answer Sheet, they will be treated as belonging to UR category. OMR Answer Sheets are read by machine and, therefore, failure to comply with any of the instructions will result in award of Zero marks. Candidates in their own interest should strictly follow the Instructions given on the Question Booklet/ OMR Answer sheet. No representation regarding non-compliance of instructions will be entertained.
8. **All 100** Multiple Choice Questions in written examination will to assign 01 marks each, thus the written examination carry equal 01 marks will comprise of **100** marks. There shall be No negative marks for wrong Answer.
9. Discrepancies in question paper should be brought to the notice at [www.fciregionaljobs.com](http://www.fciregionaljobs.com) within 7 days of holding the examination. Representation submitted thereafter will not be entertained. Any other mode of submission of representation shall also be not entertained.
10. In view of the large number of applications, scrutiny of the eligibility, category and other aspects will not be undertaken before issuing call letters for Written Test.
11. Candidates in their own interest are advised to provide their Mobile Numbers and E-mail IDs accurately, as it may be used for all future correspondences.
12. It is mandatory for all the candidates to upload their Photograph and Signatures as specified without any exception.
13. Formats prescribed for furnishing certificates for SC/ST, OBC, PWD/PH, Serving Defence Personnel and Ex-Servicemen are appended at Annexures A, B, C, D and E respectively. Candidates may note that these Certificates/Documents shall be required to be sent along with other essential enclosures in case of their short - listing on the basis of the Written Examination/Physical Endurance Test at the designated address which shall be informed / notified through the designated website ([www.fciregionaljobs.com](http://www.fciregionaljobs.com)) SC/ST/PWD/Ex-servicemen or Serving Defence Personnel Candidates who are seeking fee Exemption must upload the relevant document / certificates as stated above as a proof for Exemption from application Fee. Female Candidates are required to upload any certificate mentioning the gender and/or photograph like

Middle Pass Certificate / Caste Certificate / College ID card / Aadhar card / Voter ID card / Driving License / Passport etc. As Male Candidates belonging to unreserved category, OBC's from Creamy layer are not exempted from Application fee, are not required to upload any Certificate/Document/Undertaking at this stage.

14. A candidate should select the examination center in 03 (THREE) preferences amongst the list given below :

<u>HIMACHAL REGION</u>				
1	2	3	4	5
Shimla	Solan	Mandi	Dhramshala	Bilaspur

15. No change in centre of examination will be allowed under any circumstances. Hence, the candidates should select the centres carefully and indicate the same correctly in their applications.

16. The Corporation reserves the right to cancel or add any additional centre and ask the candidates of that Centre to appear from another Centre. Corporation also reserves the right to divert candidates of any Centre to some other Centre to take the examination.

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

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 English alphabetical order of names i.e. a candidate whose name begins with the alphabet which comes first in the English alphabetical order will get the preference.

18. Mere submission of application and fulfilling the eligibility conditions gives no right to any person for appearing in Written Test etc.

19. Qualifying in the Written Test and Physically Endurance Test for the post of Watchmen without fulfillment of eligibility conditions will not confer any claim to the candidate for final selection to the post.

20. Candidates should comply with additional instructions of FCI, if any.

21. Filling up of these vacancies is subject to the outcome of any litigation affecting the recruitment process.

22. No correspondence will be entertained about the outcome of the application, at any stage.

23. All appointments will be subject to the Rules and Regulations of the Corporation in- force from time to time. Other benefits like CPF, Gratuity, Leave Travel Concessions, Leave Encashment, Medical-reimbursement, etc., shall be applicable as per the rules of the Corporation as amended from time to time.

24. The candidate on selection is liable to be posted within the jurisdiction of HIMACHAL Region. However, they are also liable to be posted anywhere in the country in the interest of the Corporation.

25. No TA/DA will be provided for the Written Test/Physical Endurance Test.

26. Candidate must ensure to have fulfilled all the eligibility criteria, viz., qualification, experience, age, etc. as on 01.10.2017. Candidates should satisfy themselves that they fulfill the required qualification, experience and age etc., before applying for the post. In case it is found that the information furnished by a candidate is defective in any manner or has been deliberately suppressed, the candidature will be summarily rejected and when it comes to the notice of the Management. The candidates are advised to satisfy themselves fully about the correctness of the information furnished. The candidature would be rejected if found ineligible at any stage.
27. Issue of Admit Card for the Written Test /Physical Endurance Test does not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria.
28. Candidates, who fulfill all the eligibility criteria, will be issued Offer of Appointment as per merit list and as per vacancies.
29. Before registering/submitting applications on the website, the candidates should follow the instructions given in advertisement/website and possess the following:
  - a) Valid E-Mail ID and Mobile No.: The E-Mail ID and Mobile No. entered in the Online Application Form should remain valid / active until the recruitment process is completed. No change in the E-Mail ID and Mobile No. will be allowed once submitted. The candidate himself/herself will be responsible for wrong or expired E-Mail ID & Mobile No.
  - b) PHOTOGRAPH: One recent colored passport size photograph preferably with white background, not more than three months old is to be SCANNED AND UPLOADED in the space earmarked in the Online Application Form. Size of the file for photograph should be between 20kb-40kb.
  - c) SIGNATURE: Signature (in Black ink) against white background is to be SCANNED and UPLOADED in the space earmarked in the Online Application Form and as per the guidelines given on website. Candidates must ensure that the signatures are identical throughout the Recruitment process at all stages and/or places. If any variation is found between the signatures, the candidature is liable to be cancelled. Candidate is advised to confirm his/her uploaded signature is clearly visible/identifiable at the appropriate place. Size of file should be between 10kb-20kb.
  - d) CERTIFICATE FOR EXEMPTION OF APPLICATION FEE: SC/ST/PWD/Ex-servicemen or Serving Defence Personnel Candidates who are seeking fee Exemption must upload the relevant document/certificate as stated above as a proof for Exemption from application Fee. Female Candidates who are seeking fee exemption are also required to upload any document mentioning the gender and/or photograph like Middle Standard Certificate/Caste Certificate/Aadhar Card/Voter ID Card/Driving License/Passport etc. Size of scanned file should be between 20kb-60kb.
30. No original Certificates / Documents are required to be sent in connection with the Application unless directed to do so. Candidates may also note that Self-attested Photostat copies of requisite Certificates/Documents shall be required to be sent / uploaded at the designated address / website in case of their short - listing on the basis of the written Examination / Physical Endurance Test which shall be informed / notified through the designated website [www.fciregionaljobs.com](http://www.fciregionaljobs.com) Original certificates will, however, be scrutinized / verified at the time of Document verification stage.
31. Management reserves the right to conduct additional Examination / Physically Endurance Test or call for any additional documentary evidence in support of educational qualification & experience of the applicant.
32. Departmental candidates may note that their candidature is subject to possession of 'No Objection Certificate' from their employer, which shall be required to be sent / uploaded along with other essential enclosures in case of their short-listing on the basis of the Written Examination/ Physically Endurance Test at



the designated address / website, which shall be informed/ notified through the designated website [www.fciregionaljobs.com](http://www.fciregionaljobs.com)

33. Issue of Admit Card for the Written Test or short listing for Document verification does not confer any right of acceptance of candidature and should not be construed as an acknowledgement of fulfilling the eligibility criteria for the post. It does not give indefeasible right to an individual for employment with FCI.
34. Any attempt to influence the Corporation in any manner would result in disqualification and rejection of candidature immediately.
35. In case of any clarification on recruitment process, please email at [fcihpquery@gmail.com](mailto:fcihpquery@gmail.com). No other form of communication shall be entertained. However, pendency of any such query will not effect in extension of scheduled dates of the recruitment process.
36. Appointment of empanelled candidates will be subject to their being found medically fit and the verification of character, antecedents and caste, wherever applicable.
37. The decision of the Corporation in all matters relating to the conduct of examination and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
38. No person shall be eligible for appointment who had previously been dismissed or compulsorily retired from the service of the Corporation or from a Department of a State or the Central Government or from any Public Sector Undertaking.
39. No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.
40. SC / ST / PWD(PH) / 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. Women candidates are exempted from payment of Application Fee, subject to uploading of Caste / Disability / relevant Certificate / Undertaking from Appropriate Authority in support of his/her claim.

**APPLICATION FEE :**

41. Candidates except as specified above, applying for the post are required to submit APPLICATIONFEE of Rs. **300/-** (Rupees Three Hundred Only) through any one of the following modes of payment:
  - SBI Internet Banking, other major bank's Internet Banking; Debit/Credit Cards (The additional bank charges for all such transactions is to be borne by the candidates in addition to the Application Fee of **Rs.300/-**. The last date for making the Payment of Application Fee through this mode is 10.11.2017).
  - Cash Payment through e-challan at branches of SBI. The additional bank charges for Challan Mode is to be borne by the candidates. Last date for making the Payment of Application Fee by e-Challan is 10.11.2017.

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

#### 42. Steps for Applying and method of Payment of Application Fee:

Filling up of Application Form is in two parts viz:

##### PART- I:

- a) In Part I, Candidate will have to fill the requisite information like Candidate's Name, Gender, Date of Birth, Category, whether Person with Disability, whether Departmental (FCI) employee, Written Test Centre, Educational Qualification, E-mail Id, Mobile Number, Experience, Communication Address, Declaration, etc. On submission of Details, Candidate will be prompted to check the filled details and fill/make corrections if any, otherwise to SUBMIT his/her final data.
- b) Photograph, Signature and certificate/document for Exemption of Application fee is to be uploaded as per instructions given on the website in the link "Guidelines for scanning the Photograph, Signature, Certificate/Document". The image file of Photograph, Signature and certificate/document for Exemption of Application fee should be in .JPG or .JPEG format. There will be 3 separate links for uploading Photograph, Signature and Certificate/Document. Click on the respective link "Upload Photograph, Signature and Certificate/Document".

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

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

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

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

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

##### c) Submission of Application:

- The candidate may review all the filled information before clicking on the declaration.
- If a candidate finds that all the filled information are correct then he/she can select the declaration and click on final SUBMIT button given on page, otherwise EDIT the information filled by him/her.

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

For the candidates Exempted from Application Fee:

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

- Once a candidate clicks on SUBMIT button a Registered Application Form will be generated having unique Registration Number. Candidates are advised to take a print of the Registered Application Form for their records and future reference.
- ☐ Candidates exempted from Application fee will get a Registration Number as confirmation through SMS and/or E-mail, which can be used along with combination of Date of Birth to print the Registered Application Form. Thus the process for registration of Candidates exempted from Application Fee gets completed. The Registration number along with Date of Birth can also be used for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated website ([www.fciregionaljobs.com](http://www.fciregionaljobs.com)) . In case the candidate is not able to take the printout of the Registered Application Form and also does not receive SMS and/or Email indicating Registration Number, the candidate can download / access the same by link "Click here to Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful (Relogin)" given on the website [www.fciregionaljobs.com](http://www.fciregionaljobs.com).

#### PART-II

For the candidates who have to pay Application Fee:

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

1. **A link will be provided on the website for payment which would take the candidate to <https://www.onlinesbi.com/> after making the PROVISIONAL Registration. The candidate would then follow the instruction as given on SBI Link and selecting the "State of Corporate/Institution" as "Himachal" to complete the payment. The candidate can make payment through Internet banking/ Debit Card (Visa or Masters) / Credit Card (Visa or Masters) / Bank e- Challan. After making the payment a Payment Slip will be generated on screen, the candidates should take the print of that payment slip or save for further reference**
2. **Candidates who wish to make payment through e-Challan will visit the same link '<https://www.onlinesbi.com/>' and follow the instructions and selecting the "State of Corporate/Institution" as "Himachal" to download the e-Challan. The candidate will visit the nearest SBI branch to make cash payment and obtain SBI Collect Reference Number and revisit the online portal to furnish the necessary payment details to complete the registration process.**
3. **Candidates who wish to make the payment later on should click on the link: "Click here to Print/Reprint Registered Application Form" to make the Payment of Application Fee if earlier attempt was not successful the candidates should click on "RE-LOGIN" given on the website [www.fciregionaljobs.com](http://www.fciregionaljobs.com).**

4. It is mandatory to submit the details of SBI Collect Reference Number (10 digit alphanumeric reference number starting with DU) printed on e-receipt and deposit date again in online portal by login through Unique Payment Reference Number after making the payment. If a candidate fails to submit these details in online portal within due date after making the payment, his/her application shall be treated as INCOMPLETE and summarily be rejected.
5. Bank commission charges will be borne by the Applicants. In case the candidate deposits the fee in a wrong account, FCI will not be responsible. Application Fee deposited after 10.11.2017 will not be valid.
6. Fees once paid will not be refunded under any circumstances. Candidates are, therefore, requested to verify their eligibility before applying and payment of Application Fee.
7. CANDIDATE SHOULD NOTE THAT IN CASE STATUS OF PAYMENT SHOWN BY SBI IS NOT "SUCCESS" FOR THEIR TRANSACTION, i.e. STATUS OF PAYMENT SHOWN BY SBI IS "PENDING", "FAILURE", "REJECTED" OR ANY OTHER TECHNICAL ISSUE, THEN IT IS THE RESPONSIBILITY OF CANDIDATE TO ENSURE THAT PAYMENT MADE TO FCI IS SUCCESSFUL WITHIN DUE DATE. IN CASE TRANSACTION IS REVERSE BY SBI TO CANDIDATE OR CANCELLED AND PAYMENT IS NOT RECEIVED BY FCI WITHIN DUE DATE, THE CANDIDATURE SHALL BE SUMMARILY CANCELLED.
8. CANDIDATE SHOULD ALSO NOTE THAT IN CASE THE PAYMENT DETAILS FILLED UP BY CANDIDATES IN ONLINE SYSTEM IS NOT MATCHING WITH THE TRANSACTION DETAILS PROVIDED BY SBI, THEIR CANDIDATURE SHALL BE SUMMARILY CANCELLED.

Thus the Step-2 of the application process gets completed. The Registration number so generated along with Date of Birth can also be used for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated website ([www.fciregionaljobs.com](http://www.fciregionaljobs.com))

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

PLACE : Shimla

Date: 10.10.2017

(Sumeet Bansal)  
Asstt. General Manager (Personnel)

TENTATIVE SCHEDULE		
1.	Submission of Online Application Form will commence from	10.10.2017 from 10:00 Hrs (IST)
2.	Application Fee To Be Paid : Rs. 300/-	<ul style="list-style-type: none"> <li>● The last date for making the Payment of Application Fee through SBI Internet Banking/ other major bank's Internet Banking/Debit/Credit Cards: 10.11.2017</li> <li>● The last date for generating the Bank e-Challan : 10.11.2017</li> <li>● The last date for making the Payment of Application Fee by E-Challan at branches of SBI : 10.11.2017</li> </ul>
3.	Last Date for Online Application	10.11.2017 till 23.59 Hrs (IST)
4.	Availability of Admit Cards on website	15 days prior to announced date of examination.
5.	Date of Written Test	Will be announced in website <a href="http://www.fciregionaljobs.com">www.fciregionaljobs.com</a>

Note: Corrigendum or Addendum to this advertisement, if any, shall be published only on the website [www.fciregionaljobs.com](http://www.fciregionaljobs.com)

Candidates may keep in touch through the website [www.fciregionaljobs.com](http://www.fciregionaljobs.com) for regular updates.

IN ORDER TO AVOID LAST MINUTE RUSH, THE CANDIDATES ARE ADVISED TO APPLY EARLY ENOUGH. FCI WILL NOT BE RESPONSIBLE FOR NETWORK PROBLEMS OR ANY OTHER PROBLEM IN SUBMISSION OF ONLINE APPLICATION. EVEN IF THE CANDIDATE HAS SUBMITTED HIS/HER DATA BUT HAS NOT SUBMITTED THE APPLICATION FEE, IF APPLICABLE, THE CANDIDATES REGISTRATION PROCESS WILL NOT BE COMPLETED.

## FORMAT FOR SC/ST CERTIFICATE

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

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

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son / daughter of \_\_\_\_\_ of Village/Town/\* in District/Division \* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the Caste/Tribes

\_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\*  
under:-The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_ The  
Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Castes) Union Territories order, 1951 \* \_\_\_\_\_  
The Constitution (Scheduled Tribes) Union Territories Order, 1951\* \_\_\_\_\_

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment Act), 1976\*

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@ The Constitution (Pondicherry) Scheduled Castes Order 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @ The

Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@ The

Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @ The

Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@

The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@

The Constitution (ST) orders (Second Amendment) Act, 1991@

The Constitution (ST) orders (Amendment) Ordinance 1996

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

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

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

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

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati

\_\_\_\_\_ Father / Mother \_\_\_\_\_ of Shri / Shrimati / Kumari\*  
\_\_\_\_\_ of village / town\* \_\_\_\_\_ in District/Division\*

\_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to  
the \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\*  
issued by the \_\_\_\_\_ dated \_\_\_\_\_.

% 3. Shri / Shrimati/ Kumari and /or \* his/ her family ordinarily reside(s) in village / town\* \_\_\_\_\_ of  
\_\_\_\_\_ District/Division\* \_\_\_\_\_ of the State/Union Territory of  
\_\_\_\_\_

Signature \_\_\_\_\_

\*\*Designation \_\_\_\_\_

(with seal of office)

Place \_\_\_\_\_

Date \_\_\_\_\_

\* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

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

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

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

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

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

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

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

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

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

Dated : \_\_\_\_\_ District Magistrate or

Seal: \_\_\_\_\_ Deputy Commissioner etc.

**Note – I:**

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

**Note – II:**

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

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

Certificate No. \_\_\_\_\_ Date \_\_\_\_\_

DISABILITY CERTIFICATE

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

A) Locomotor or Cerebral Palsy:

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

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

B) Blindness or Low Vision:

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

C) Hearing Impairment:

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

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

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

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

(Dr. \_\_\_\_\_)

(Dr. \_\_\_\_\_)

(Dr. \_\_\_\_\_)

Member, Medical Board

Member, Medical Board

Chairperson, Medical Board

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

\*Strike out which is not applicable.



Form of Certificate for serving Defence Personnel

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

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

Place:

(Signature of Commanding Officer)

Date:

Office Seal: .....

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

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

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

I further submit the following information:

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

Place:

Date:

(Signature of the Candidate)